

## **Adult Education Site Coordinator**

Hartford Public Library is nationally recognized for its wide range of initiatives including immigration services, employment assistance, school partnerships and youth leadership training. Now celebrating its 127th year, Hartford Public Library remains at the forefront of redefining the urban library experience. HPL is the catalyst for opportunities in education, civic engagement, intellectual enrichment and cultural development for tens of thousands of children, youth and adults every year. [www.hplct.org](http://www.hplct.org).

The library seeks an Adult Education Site Coordinator. In this role you will be responsible for the coordination, oversight and evaluation of adult basic education, with primary focus on ESL (English as a Second Language) and Citizenship instructional services. This role reports to the Manager of Adult Learning Services and is located at the downtown library.

- Plans and implements adult basic education (ESL and Citizenship education) in accordance with library, funding and partnership guidelines.
- Assures appropriate curriculum is in place including integration of library resources/services, technology, contextual experiences, field trips and guest speakers etc.
- Proposes instructional staffing requirements, schedule of classes, space and other logistics that align to classes.
- Designs and implements workshops and informational sessions for career development and personal growth, both for internal and external customers.
- Responsible for developing user guidelines and visual aids, both digital and print.
- Oversees teachers and other instructional staff; orients staff to library procedures and instructional resources; monitors performance.
- Coordinates all outreach, recruitment, enrollment and retention activities.
- Register and administer pre and post-test adult literacy students and document progress.
- Monitors student attendance, identifies barriers and develops and implements retentions strategies.
- Collects and maintains records as required.
- Performs other duties as assigned.

## **Qualifications**

- Bachelor's degree in Education and /or TESOL or related field.
- Minimum of 1 (one) year of experience teaching adults' basic literacy skills and English to speakers.
- Demonstrated knowledge of adult basic education – theory, practice and assessment.
- Demonstrated experience in the instructional use of technology.
- Ability to take initiative and ownership of projects with strong attention to detail and accuracy.
- Collaborative team player, able to work effectively on multiple assignments in a team environment.
- Excellent organizational and administrative skills.
- Proficient in Microsoft Office suite and other Google products.
- Excellent customer service skills.
- Effective oral and written communication skills.
- *COVID-19 vaccination required.*

**Preferred Experience:**

- Master's in Education degree preferred.

**To Apply:** Please email resume and cover letters to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and note “**Adult Education Site Coordinator**” in the subject line.

Hartford Public Library is an Equal Opportunity Employer.