

## **Adult & Secondary Education 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 & Secondary Education Coordinator. The Adult and Secondary Education Coordinator is responsible for the coordination, oversight, and evaluation of adult and secondary education programs, including ESL (English as a Second Language), citizenship, GED preparation, and occupational certificate trainings. Responsibilities include successful implementation of grant projects, staff supervision, and instruction. This position ensures the highest level of service is provided by staff to all customers.

- Designs and delivers instruction for adults 17+ seeking a high school diploma and/or an occupational training certificate. This includes coaching applicants on online courseware and providing small group blended instruction.
- Plans and implements ESL/citizenship programs and activities for immigrant and EL youth in-school and out-of-school.
- Assures appropriate curriculum is in place including integration of library resources/services, technology, contextual experiences, field trips, guest speakers, etc.
- Proposes instructional staffing requirements, schedule of classes, space, and other logistics that align to instructional delivery.
- Through group or individual instruction, designs and implements workshops and informational sessions which optimize the use of library technologies and online courses, for educational and career advancement, may include developing user guidelines and visual aids; digital and print.
- Reviews textbooks and educational technologies designed to enhance adult literacy skills and makes recommendations on purchases; may serve as point of contact with vendors.
- Supervises teachers and other instructional staff (volunteers, contractors and interns); monitors performance and assures instruction adheres to curriculum guidelines.
- Trains teaching staff on library procedures and instructional resources; Coordinates Teacher PDs as appropriate.
- Prepares and processes instructional consultant contracts; obtains and processes invoices and coordinates related issues with Human Resources and/or Finance.
- Maintains an inventory of required supplies and prepares supply requests at regular intervals.
- Responsible for timely and accurate data collection including enrollment, attendance, testing results, retention rates, instructor evaluations, and other programming data required by funding guidelines.
- Oversees financial and programmatic alignment/compliance with grant funded programs, ensures program deliverables are met; and, actively seeks and applies for program continuation grant funding.
- Develops and nurtures relationships with Hartford Public schools and other key stakeholders for the purpose of student recruitment and collaborative activities.
- Conducts outreach
- Designs activities and strategies to ensure a minimum 70% student retention rates.

- Conducts student intake and enrollment/placement.
- Register and administers pre and post-testing to students and documents progress; provide educational support material and recommend library related programs; make referrals to outside agencies.
- Monitors student attendance, identifies student barriers and develops and implements retention strategies.
- Provides targeted referrals to resources and services for clients assessed at functioning below the secondary school level.
- Performs other duties as assigned.

### Qualifications

- Master's in education required
- Minimum 3 years teaching experience required
- Minimum 3 years administrative and supervisory experience required.
- CT Adult Education Endorsement #088 (those willing to obtain this endorsement within a year will be considered)
- Experience administering and interpreting standardized assessments
- Strong interpersonal skills
- Ability to work effectively with a diverse population, in a multicultural setting, involving a variety of competing priorities
- Possess remote asynchronous and synchronous teaching experience
- Ability to collaborate with instructional team to ensure learners' needs are being met and resolve any barriers to learning
- Experience coordinating positive youth development and enrichment activities
- Strong proficiency in the use of technologies, both hardware (e.g. data projector, Smart boards, Smart TVs) and technology-assisted teaching and learning software (i.e. learning management systems, language learning software, and videoconferencing applications)
- Ability to populate and manipulate software supporting word processing, spreadsheets, database management, desktop publishing, and Internet navigation applications
- *COVID-19 vaccination required.*

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

**Salary Range: \$54,015 - \$59,076.02 DOE**

**Hartford Public Library is an Equal Opportunity Employer.**