

Instructional Design Coordinator, The American Place

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.

Hartford Public Library is looking for an **Instructional Design Coordinator!**

The Instructional Design Coordinator is responsible for developing and implementing instructional design methods using the most advanced technology available to them, to facilitate learning to students on-ground and remote. The incumbent must have a strong mastery of a variety of technology-related fields and is expected to work closely with library public service staff, instructors, and administrative staff. The Instructional Design Coordinator has experience working with multimedia applications, online collaboration software, developing web content, and preferentially has industry experience working with or developing these technologies. The successful candidate must possess strong interpersonal skills working with learners on-ground and remote from diverse economic, educational, and cultural backgrounds. The Instructional Design Coordinator reports directly to The American Place Manager, Hartford Public Library's Division for Adult Education and Immigration Services.

Responsibilities include:

Development

- Create and maintain project Websites that adhere to the institution's guidelines and that optimize access to project information and courseware.
- Manage the development and distribution of web-based course content, developing and maintaining functional web pages that facilitate the use of dynamic web applications, plugins, assessments, communication, grade reporting, as well as other related tasks.
- Manage and monitor the enrollment of participants in online courses.
- Review and recommend software packages that serve the various educational needs of the community. When necessary, adapt software packages to make it as transparent and functional for students and instructors.
- Ensure that content of the courses complies with current Web and ADA standards.

- Maintain a thorough and up-to-date knowledge in the fields of information technology and instructional design, with particular focus on the Internet and multimedia technologies.

Collaboration & Instruction

- Facilitate and encourage collaboration across the Library system in the use of educational technologies by conducting training classes and seminars for staff and instructors on software applications, instructional development processes, and new instructional technologies.
- Conduct training classes and seminars for program participants on educational technologies.
- Serve as a resource person and internal consultant in the planning and implementation of emerging educational technologies.
- Collaborate with educational and community-based partners such as, Hartford Adult Education Center, Our Piece of the Pie, Literacy Volunteers, etc., to present on the effective use of technologies for their respective constituencies' educational advancement.

Administrative & Supervising Duties

- Manage and analyze program data for the purpose of compiling monthly output and outcome reports.
- Review, recommend, and implement eTracking software/tools that serve the purpose of capturing the department's various projects and class deliverables. This may include modifying existing databases or software, and/or developing additional tracking tools for the effective management and analysis of program data.
- Maintain electronic records of site licenses, agreements, and passwords securely.
- Coordinate, administer and proctor online educational assessments and exams.
- Supervise proctors
- Train and supervise technology coaches/support specialists and instructors.
- All other duties as assigned

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Master's in Education, preferably in Instructional Design or Educational Technology. (Candidates with a Bachelor's Degree in Education and at least 5 years' experience in the educational technology field will be considered)
- Demonstrated experience working with multimedia applications, web design, digital content distribution, online collaboration software, chat rooms and message boards, content repositories, online information storage and retrieval.
- Demonstrated experience with Microsoft Windows desktop computing environments/productivity software.

- Strong communication skills working with diverse communities.
- Demonstrated experience working in a not-for-profit educational setting.
- Possess strong data management and data analysis skills.
- Bilingual Spanish/English preferred.

To Apply: Please email resume and cover letter to tap@hplct.org and reference “**Instructional Design Coordinator**” in the subject line of your email. Resumes will only be accepted by email.

Newly hired employees of the Hartford Public Library must present proof of receipt of a COVID-19 vaccination and may not begin employment at the Library until proof of vaccination (two doses of either the Pfizer or Moderna vaccines or one dose of the Johnson & Johnson vaccine). Booster vaccinations may be required in the future. The Library may consider exemptions for prospective employees who cannot become vaccinated due to a qualifying medical condition or a sincerely held religious belief. Candidates who receive a conditional offer of employment and who seek a medical or religious exemption to the Library’s vaccination policy will be provided with additional instructions at the time of the conditional offer. Testing requirements and/or additional PPE requirements may apply to unvaccinated employees.

Salary Range: \$57,391.10 - \$71,822.92 DOE

Hartford Public Library is an Equal Opportunity Employer.