



## **Instructional Design Coordinator – Full Time**

Part of The American Place Division, the **Instructional Design Coordinator** is responsible for developing and implementing instructional design using the most advanced technology available to facilitate optimal learning for students on-ground and remote. The incumbent must have a strong mastery of a variety of educational technologies, including Learning Management Systems, Content Management Systems, online collaboration technologies, and Microsoft productivity tools. The successful candidate must possess strong interpersonal skills working with learners from diverse economic, educational, and cultural backgrounds. The incumbent interfaces regularly with the Division's educational staff to ensure successful implementation and usage of current educational technologies.

### **RESPONSIBILITIES INCLUDE:**

#### **Development**

- Utilizing an LMS, develop level appropriate courses and integrate training resources offering a central ADA compliant virtual hub for e-Learner access.
- Review and recommend level appropriate educational technologies in the area of Adult Education and Workforce Development.
- Maintain a thorough and up-to-date knowledge in the area of educational technology and instructional design.

#### **Collaboration & Instruction**

- Facilitate collaboration and trainings across the library system in the use of educational technologies for their customers.
- Serve as lead for blended learning instruction and digital literacy across all TAP educational offerings.
- Train instructors on the use of educational technologies by students.
- Train instructors on the use of the technologies' administrative portals to effectively track and analyze student progress.
- Develop user instructional guides/videos
- Serve as a resource person and internal consultant in the planning and implementation of emerging educational technologies.

#### **Administration**

- Collect and analyze e-Learning program data for the purpose of compiling monthly output and outcome reports.
- Maintain electronic records of site licenses, agreements, and passwords.

- Manage online educational assessments and exams, including GED and CASAS.
- Train and supervise technology coaches, support specialists and instructors.
- Identify related grants and assist with the development of grant proposals.
- Other duties as assigned.

#### **EDUCATION AND EXPERIENCE/ QUALIFICATION:**

- 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.

#### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to maintain composure in everyday, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **What we offer employees:**

Hartford Public Library offers part-time benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- Paid Time Off
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map.

## **What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections · And so much more!

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Instructional Design Coordinator** in the subject line of your email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

**Hiring Range: \$55,242.46 – \$58,311.24**

**Hartford Public Library is an Equal Opportunity Employee**