

Youth and Family Services: School Choice Coordinator

The **Youth and Family Services School Choice Coordinator** is one of two library staff who act as the points of contact for Hartford Public Library for all school choice services, including RSCO (Regional School Choice Office), Sheff-related, and Hartford Public School's Choice programs. This is a part time (25 hours) position that will require the incumbent to be available to work a flexible schedule that includes nights and weekends. This position reports to the Youth Services Manager.

Library Service Delivery

- Plans, develops, markets, and implements family literacy programs for HPL that offer school choice information and application assistance.
- Provides an accessible, single location of information and support for parents and students interested in school choice opportunities at each HPL branch through reserved appointments, walk-in sessions, special programming, training for HPL staff.
- Maintains a proficient level of knowledge of school choice programs and the Hartford Public Schools education system, and train library staff on school choice services.
- Provides bilingual translation services to parents and students interested in RSCO school choice program opportunities through self-knowledge or RDP Agency interpretation service.

Communications

- Maintains an HPL school choice web-page and include a link to the SDE's RSCO website on HPL's website landing page.
- Maintains communication about School Choice with library staff, HPL Communications Team, RSCO Director and State of Connecticut staff.

Community Outreach

- Conducts community outreach including RSCO informational/literacy sessions at Early Learning Centers and daycares in Hartford.

Reports

- Prepares and maintains all statistics and reports related to the position as reasonably requested by the RSCO Director and HPL Youth and Family Services Manager.

EDUCATION AND EXPERIENCE/QUALIFICATIONS

Required:

- A minimum of 2 years' experience working with children and families.
- Bachelor's Degree or degree in progress
- Excellent interpersonal, communication, and organizational skills.
- Strong working knowledge of Microsoft Office, Google applications, and other current technology applications.

Preferred:

- Bilingual/Spanish or other languages spoken by City of Hartford residents.
- Valid CT driver's license or reliable transportation.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to keep 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 vacation time - prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 2.9 hours per pay period.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid professional development, continuing education and staff engagement opportunities.
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of a 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 and reference **Youth & Family Services School Choice 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, they are not required at this time.

Hiring Range: \$23.23 - \$26.40 DOE

Hartford Public Library is an Equal Opportunity Employer.