

## Full-time Education Coordinator

Reporting to the Multicultural Services Director, the Education Coordinator is responsible for the coordination, implementation, and evaluation of instructional activities and customer service. Other services include outreach services, programming, passport services, and public service desk hours.

### POSITION QUALIFICATIONS

- Masters Degree in Education or Library Science required.
- Two years demonstrated experience in the instructional use of technology
- A minimum of five years experience teaching adults basic literacy skills and English to speakers of other languages.
- Demonstrated experience working with interns and volunteer tutors.
- Demonstrated outreach experience working with community based groups, immigrants and multicultural populations.
- Minimum of five years progressive management experience.
- Spanish language fluency preferred.

### NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of adult basic education, current theory, practice and assessment.
- Knowledge of current education technologies.
- Considerable knowledge of staff management. Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Knowledge of selection and classification of library collection helpful.
- Knowledge of the principles and practices of modern library systems and programs.
- Strong computer skills with expertise in word-processing, spreadsheet, database programs and educational technologies.
- Valid Connecticut driver's license or ability to obtain upon employment.

**A full job description and application are available on our website; [www.hplct.org](http://www.hplct.org)** and from the Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until 3/4/2013.** The Hartford Public Library offers a competitive salary commensurate with experience.

Hartford Public Library is an Equal Opportunity Employer. Hartford Public Library requires a criminal background check and a pre-employment drug screening for the applicant who is selected for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply.