

Hartford Public Library

Education Coordinator

P-III Non -Bargaining Unit Position

SCOPE OF THE POSITION

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.

DUTIES AND RESPONSIBILITIES

Shares responsibility for promoting the mission and goals of Hartford Public Library

INSTRUCTIONAL

- Collaborates with teachers and other instructional staff to develop Adult Basic Education curriculum material and specific lesson plans that are contextualized and integrate technology.
- Produces digital instructional material using a web based course management system and digital image and sound editing products.
- Coordinates and supports teachers during program with materials and technology; substitutes if needed.
- Coordinates field trips and invites experts into the classroom to help contextualize class curriculum.
- Reviews textbooks and educational technologies designed to enhance adult literacy skills and make recommendations on purchases.
- Provides professional development in new and emerging technologies, use of appropriate technologies, production of a variety of media formats, incorporation of technology into the instructional program, and laws and policies pertaining to the use and communication of ideas and information including copyright law
- Collaborates with Library staff to provide leadership in the Library's use of instructional technology resources to enhance learning
- Instructs and monitors adult learners on the optimal use of e-Learning products and other Library self-study materials; this includes developing user guides.
- Communicates with adult learners and motivates them to learn and stick to the program; identifies student barriers and retention strategies.

ADMINISTRATIVE

- Recruits, trains, and supervises contractual staff and interns.
- Supervises intakes and assessments of adult learners utilizing standardized testing and/or tracking progress on e-Learning and self-study products; recommends placement in level appropriate programs; oversees monitoring their progress; oversees maintenance and updates of student records.
- Supervises the collection, input, and maintenance of program data and student performance. Compiles program data and analyzes past and current to provide budget input and justify funds requested.
- Performs duties of administrator for Comprehensive Adult Student Assessment System.
- Prepares and submits invoices for contractual staff and department purchases.
- Serves as system contact with educational vendors and service providers.
- Under the general supervision of the Multicultural Services Director, helps to coordinate the activities at The American Place site in conjunction with the overall policy and regulations of the Library.

PUBLIC SERVICE

- Carries out non-instructional duties as assigned and/or as needed
- Works public service desks, answers reference questions, assists customers in understanding immigration and other application forms; performs readers' advisory services, and information and referral services.
- Serves as Passport Acceptance Agent.

COMMUNITY OUTREACH

- Initiates contact and maintains links with community agencies for referral and placements.
- Prepares flyers and press releases.
- Communicates services with media, local unions, stakeholders, and networks throughout the community.
- Promotes services at sites where targeted populations are being served (community centers, social service agencies, schools and churches); coordinates group visits and orientations to the Library.
- Participates on library and community based committees.

PROFESSIONAL

- Attends workshops as assigned.
- Maintains current knowledge of best practices in adult basic education; e-Learning; library principles and practices; immigration; and in human resources management.
- Reads professional journals regularly.

- Researches innovative teaching methods and techniques and makes recommendations.
- Maintains membership in professional organizations such as TESOL and CAACE and actively participates as work and personal time allow.
- Serves on professional and community committees/boards as assigned.

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.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment

- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
 - Bilingual, Spanish preferred.
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including evenings and weekends and attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds.