



## Job Description

Hartford Public Library is seeking a **full time Adult Education Site Manager**. The Adult Education Site Manager provides high quality assistance, advice and referral to low literacy adults in the area of adult education. Engages in public education, training and community outreach in order to educational opportunities to all . **Qualifications: Bilingual- Spanish preferred. Valid CT driver's license. Job description and application are available online at [www.hplct.org](http://www.hplct.org) or Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. Applications accepted until January 22, 2016.**

### Summary of Responsibility

The Education Coordinator is responsible for the coordination, implementation, and evaluation of adult basic education instructional activities and customer service, with a focus on ABE, GED, ESL, and Citizenship instructional services. Other services include outreach services, programming, passport services, and public service desk hours. This position ensures the highest level of service is provided by staff to all customers.

### Essential Functions (these will pull into appraisal form)

#### Title and Description

##### Programs

Manages the design, planning and implementation of adult basic education training programs, policies and procedures and related grant projects.	20 %
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##### Collection

Manages the collection, input, and maintenance of adult education program data including student performance and progress. Compiles program data and analyzes past and current information for grant reports and proposals, and to provide budget input and justify funds requested.	30 %
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##### TAP

Manages the coordination of activities at The American Place site in conjunction with the overall policy and regulations of the Library.	20 %
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##### Curriculum

Collaborates with teachers and other instructional staff to develop adult basic education curriculum material that are contextualized and incorporate the use of technology; teaches and substitutes as needed.	30 %
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## Secondary Functions

Title and Definition	Weight
<b>Review Textbooks</b>	
Reviews textbooks and educational technologies designed to enhance adult literacy skills and makes recommendations on purchases.	0 %
<b>MGR Trips</b>	
Coordinates field trips and invites experts into the classroom to help contextualize class curriculum.	0 %
<b>Interaction</b>	
Interacts with adult learners and helps motivate them to learn and stick to the program; identifies student barriers and retention strategies.	0 %
<b>Instruction</b>	
Instructs and monitors adult learners on the optimal use of e-Learning products and other library self-study materials, including the development of user guides.	0 %
<b>Resources</b>	
Collaborates with library staff to provide leadership in the library's use of instructional technology resources to enhance adult basic education.	0 %
<b>Engagement</b>	
Improves learner and instructor online engagement through developing and managing web content, social media (e.g. Facebook, blog, etc) and digital instructional material.	0 %
<b>Communication</b>	
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.	0 %
<b>Inventory</b>	
Maintains an inventory of required supplies and prepares supply requests at regular intervals.	0 %
<b>Reporting</b>	
Prepares daily, monthly, statistical and annual reports as required. Develops and delivers reports and presentations to senior HPL management as needed.	0 %
<b>Financial</b>	
Prepares and submits invoices for contractual services and department purchases.	0 %
<b>Public Service</b>	
Provides welcoming customer service to all customers. Works public service desks, answers reference questions, assists customers in understanding immigration and other application forms; performs	0 %

readers' advisory services, and information and referral services.

<b>Service</b>	
Serves as system contact with educational vendors and service providers.	0 %
<b>Recruit</b>	
Assists in the recruitment and training, and oversees contractual staff and interns.	0 %
<b>Conditions</b>	
Ensures safe conditions for staff, public and building operation. Takes appropriate action in building emergencies.	0 %
<b>Records</b>	
Maintains and updates accurate program and other work related records.	0 %
<b>Community</b>	
Initiates contact and maintains links with community agencies for referral and placements. Participates in community activities and maintains contacts with professional organizations in order to better provide services and to meet the objectives of the library. Keeps informed of current trends, improved programs and processes to better meet the needs of the community.	0 %
<b>Mission</b>	
Positively reflects Hartford Public Library's mission, vision, and values to staff and the public	0 %
<b>Passport</b>	
Serves as Passport Acceptance Agent on an as need basis.	0 %
<b>Administration</b>	
Performs duties of administrator for Comprehensive Adult Student Assessment Systems. Researches innovative teaching methods and techniques and makes recommendations. Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.	0 %

*Other duties as assigned.*

*The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.*

<b>Core Competencies</b>	
<b>Title and Definition</b>	<b>Weight</b>
<b>Commitment</b>	
Challenges her/himself by taking on and solving critical business problems. Serves as a positive role model. Responds positively to	

organizational change. Transmits the HPL culture to colleagues and others throughout the organization. Helps others advance. Expects that obstacles will occur and refuses to use them as an excuse for not achieving results. Works independently, meeting reasonable deadlines, and accepting responsibility for his or her actions.	0 %
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**Community**

Clarifies overarching client needs to his/her team. Manages to both internal and external clients. Approaches each customer issue/problem as an opportunity to build further customer loyalty. Fosters and maintains strong community relationships.	0 %
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**Future**

Motivates others to translate new ideas and actions into results. Promotes innovation and is open to new ideas. Supports and manages change while remaining resilient.	0 %
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**Relationship Building**

Knows and effectively communicates the organization's mission, vision and values. Solicits feedback from his/her team. Provides ongoing coaching and feedback to his/her team members. Demonstrates the value of diversity and inclusion. When conflict arises, successfully navigates the conversation to find solutions acceptable to all parties. Shares wins and successes. Defines success in terms of the whole team. Can be relied upon to follow through on commitments and promises.	0 %
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Other Requirements

Title and Definition	Weight
<b>Practices</b>	
Knowledge of the principles and practices of modern library systems and programs is preferred. Knowledge of selection and classification of library collection is preferred.	0 %
<b>Knowledge</b>	
Knowledge of adult basic education, current theory, practice and assessment is required. Knowledge of current educational technologies is required.	0 %
<b>Communication</b>	
Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others. Solid written and verbal communication, listening, organization and priority setting skills. Strong public relations skills. Ability to create clear and concise reports, and to deliver them orally to a wide variety of audiences.	0 %
<b>Office</b>	
Solid working knowledge of all MS Office suite software is required.	0 %
<b>Team</b>	0 %

Strong commitment to working in a team environment is required.

<b>Welcoming</b>	0 %
Ability to provide welcoming and effective customer service.	
<b>Service</b>	
Ability to provide welcoming and effective customer service. Ability to deal effectively with elected officials, and other public constituencies.	
Ability to work in a fast-paced environment and juggle multiple priorities.	
Ability to think quickly, assess a situation and make a sound decision.	
<b>Independent</b>	0 %
Ability to work independently.	
<b>Schedule</b>	0 %
Ability to work a varied schedule inclusive of evenings and weekends.	
<b>Language</b>	0 %
Spanish language fluency is strongly preferred.	
<b>Transportation</b>	0 %
Access to reliable transportation is required.	
<b>Outreach</b>	0 %
Demonstrated experience working with interns and volunteer tutors is required. Demonstrated outreach experience working with community based groups, immigrants and multicultural populations is required.	

**Qualifications and Competencies**

**Education Requirements**

Degree / Diploma Obtained	Field of Study	
Bachelors	Education	Required

**Additional Education Requirements:**  
Master's Degree in education or library science is preferred.

**Physical Demands**

	Additional Info
Ability to continuously bend, twist, stoop, reach and pull.	

Lifting of moderate to heavy weight material up to 50 lbs.

Able to walk, sit and stand for extended periods of time.

Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to keep composure in everyday, potentially stressful situations.

Able to travel to all facilities within the city, during all weather conditions.

**Experience Requirements**

Years of Experience

Type of Experience

Two years demonstrated experience in the instructional use of technology is required.

A minimum of five years of experience teaching adults basic literacy skills and English to speakers of other languages is required.