



Adult Education Facilitator

The Adult Education Facilitator is responsible for designing and implementing programs and activities for adults with a specific focus on non-high school completers and high school graduates with basic academic skills gaps. Responsibilities include student recruitment and retention as well as administrative and instructional services. Duties include:

RECRUITMENT & RETENTION

- Coordinates recruitment, enrollment and retention activities to meet targeted goals, including outreach presentations at community/faith/ethnic organizations or events
- Performs in-take function helping orient newly enrolled students to programs and services
- Enrolls students in online learning courses and tracks student progress to assess student knowledge and/or skill acquisition
- Incorporates insights gained from working individually with students to guide student progress and strengthen student retention
- Administers student assessments (pre/post) to ensure learning gains overtime
- Monitors student attendance and responds to student absenteeism by identifying barriers and developing and implementing retention strategies
- Makes meaningful referrals both internal and external

INSTRUCTION

- Plans, develops, and implements educational programs focusing on non-high school completers and high school graduates with basic academic skills gaps
- Collaborates with fellow adult education service providers to fill literacy gaps in the community
- Creates and maintains a positive learning environment
- Ensures that learning spaces are clean, safe, and technology is functioning properly
- Promotes the use of library multimedia and technologies
- Develops and integrates learning activities/lessons and user guides into an online learning platform and/or HTML content management system
- Provides instructional sessions (remote synchronous and asynchronous), and face-to-face (1:1 and/or groups)
- Stays abreast of current trends in the field and recommends resources (digital and print) for acquisition
- Recommends and provides staff training in current and emerging technologies

DATA COLLECTION

- Collects, maintains, and updates student demographic and educational records
- Responsible for timely and accurate data collection including enrollment, attendance, testing results, retention rates, and other programming data, such as # of students registered for a Library Card; # of students enrolled in CTHires; # of students successfully completing Northstar assessments; # of students successfully completing assigned course
- Submits monthly/quarterly/annual reports

QUALIFICATIONS:

- Master's degree in Education or an ALA accredited master's degree in library information science required
- CT State Certification/Endorsement 107 (External Diploma Program and Non- Credit Mandated Programs) and 088 or in process
- Minimum 1-year instructional experience within an adult education community-based organization
- Experience with current and emerging educational technologies including their utilization in classroom
- Demonstrated knowledge of technologies related to online learning, such as course management software and student administration software
- Excellent interpersonal, written, and oral communication skills
- Ability to manage projects and work both independently and collaboratively
- Ability to effectively work with diverse students, faculty, staff, and community users

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Adult Education Facilitator** in the subject line of your email.