Hartford Public Library
A place like no other.

Distance Learning Coordinator

The Distance Learning Coordinator will coordinate and collaborate with educational staff to develop engaging and effective distance learning courses, and will evaluate, select and implement instructional technology materials and software that supports course learning goals and objectives. Responsibilities include:

Development
- Coordinate and collaborate with educational staff to develop engaging and effective distance learning courses and content that meet program goals and objectives
- Create and maintain websites and platforms that support virtual learning programs
- Collaborate with educational staff in the evaluation, selection and implementation of instructional technology materials and software that supports course learning goals and objectives
- Collaborate with students to develop optimal learner centered conditions

Training
- Train administrators and teaching staff in the use or support of virtual learning applications and best practices
- Create and revise online course instructional guides to support student training and engagement

Reporting
- Support the delivery and evaluation of online trainings, modules and lessons focusing on continuous improvement in distance learning
- Compile and analyze feedback from past, present and prospective students and instructors to ensure a high-quality of online learning
- Submit weekly and monthly reports including student attendance, challenges and successes, and progress/gains

Note: This is a temporary, grant-funded position ending on or before 9/30/2022 with the possibility of renewal.

EDUCATION and EXPERIENCE/QUALIFICATIONS

Required:
- Bachelor's degree with 5 years' related experience
- Knowledge of adult learners' cognitive development and learning style
- Knowledge of standardized testing and assessment tools
- Strong educational technology skills
- Ability to analyze qualitative and quantitative student data
- Ability and willingness to reflect and improve upon practices
- Strong written and verbal communication
- Ability to collaborate with colleagues, students, and the community at large

Preferred:
- Master's degree in Instructional Design, Distance Education or related field and three years' experience
- Organizational planning, communication and interpersonal skills
- Knowledge of adult learning theories and skills in the area of integrated software systems and Microsoft Applications
- At least two years' work experience to include instructional design, curriculum development, web content and/or post-secondary teaching
- Skilled in establishing and maintaining effective working relationships with students, staff and the public
- Possess the required knowledge, skills, abilities and experience to effectively explain, demonstrate, facilitate and model the essential functions of the job to ensure quality customer service
- Possess the ability to think "outside the box", lead, manage change in a positive and inclusive manner, and work effectively with ethnic, cultural and diverse student populations

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference **Distance Learning Coordinator** in the subject line of your email.