



Job Details

Adult Education Site Manager (000501)

Job Number:	000501
Job Title:	Adult Education Site Manager
Number of Openings:	1
Job Type (Employment Type):	Direct Hire
State/Province:	Connecticut
City:	Hartford
Salary Interval:	Salary
Job Schedule:	Full Time Non-Union
Job Category:	Adult Learning Services
Level of Education:	Master's in Education
Years of Experience:	5
Application Deadline:	2017/06/09

Position Description

The Adult Education Site Manager is responsible for the coordination, oversight, and evaluation of adult basic education, with primary focus on ESL (English as a Second Language) and Citizenship instructional services. Responsibilities include but are not limited to scheduling, outreach, assessment and testing, staff/volunteer training, and other instruction. This position ensures the highest level of service is provided by staff to all customers.

Essential Functions:

- **Educational Planning:** Plans and implements English as a Second Language and Citizenship education in accordance with library, funding, and partnership guidelines. Assures appropriate curriculum is in place including integration of library resources/services, technology, contextual experiences, field trips, guest speakers, etc. Proposes instructional staffing requirements, schedule of classes, space, and other logistics that align to classes.
- **Instruction:** Through group or individual instruction, designs and implements trainings for both internal and external customers that optimize the use of library technologies and online learning resources. Includes developing user guidelines and visual aids.
- **Oversight/Supervision:** Provides oversight for teachers and other instructional staff (aides, volunteers and interns), monitors performance and assures instruction adheres to curriculum guidelines. Orients teaching staff to library procedures and instructional resources, as appropriate.
- **Educational Support:** Coordinates all outreach, recruitment, enrollment and retention activities. Administers pre and post-tests, i.e., CASAS, for student placements, progress updates and final reporting. Regularly obtains attendance records from teachers and follows up with students to manage retention. Prepares and processes instructional consultant contracts; obtains and processes invoices and coordinates related issues with Human Resources and/or Finance.

- **Data Collection:** Collects and maintains records as required including, enrollment, attendance, testing results, retention rates, instructor evaluations, and other programmatic data required by funding guidelines.

Secondary Functions:

- **Collection maintenance:** Reviews textbooks and educational technologies designed to enhance adult literacy skills and makes recommendations on purchases. Contributes to Department Website by submitting quarterly blogs and evaluating and recommending related Websites
- **Community:** 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, best practices and processes to better meet the needs of the community.
- **Outreach:** Reaches out to targeted populations, individuals and families, e.g., at community centers, social service agencies, schools and churches; tracks and reports on results.
- **Assignments:** Participates in the overall administration of Hartford Public Library through committee or task force assignments. Participates in community activities and maintains contacts with professional organizations in order to best provide services to meet the objectives of the library.
- **Other:** Performs other duties as required.

Position Requirements

- Master's in Education, TESOL, Library Science, or related field. Degree can be in process. Will also consider equivalent work experience.
- Demonstrated knowledge of adult basic education - theory, practice and assessment - with a minimum of one years' experience teaching adult basic education classes.
- Minimum of one year experience overseeing contracted instructional staff, interns, and/or volunteers.
- Experience in the instructional use of technology and educational software.
- Previous experience in program management.
- Solid working knowledge of MS Office Suite, particularly Excel
- Demonstrated ability to work effectively in a team environment.
- Demonstrated outreach experience working with community based groups, immigrants and multicultural populations
- **Must be able to work Saturdays**

Salary range \$42,000 - \$53,000. The Hartford Public Library includes a generous benefit package.

Application is available online at www.hpclt.org

We must receive an application, cover letter and resume completed online through our website in order to consider you for this position.