



1201 Cedar Lane | Northbrook, IL 60062
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NORTHBROOK PUBLIC LIBRARY
Request for Quote for Coding Instructor

INTRODUCTION

The Northbrook Public Library is seeking quote from qualified independent instructors to develop, teach, and lead an in-person coding club for students in grades 6-12. The bimonthly meetings would run from May-December, 2018. Services will include but are not limited to:

- Planning and developing age and skills-appropriate classes on coding and programming languages (e.g., Scratch, Javascript, HTML/CSS, Python, etc.) and projects over the course of the meetings.
- Engaging and managing large groups in classroom setting.
- Supporting a collaborative, encouraging atmosphere for participants in learning coding concepts, programming languages, and the practical applications of coding.

Based upon the quotations received, the library will select several instructors to come in for interviews the week of March 5, 2018. Once the interviews are completed, the library will enter into an agreement. The library is looking to enter into a contract by March 26, 2018.

The person awarded the contract will have a proven track record of developing curricula, managing larger groups of participants, and instructing sixth through twelfth graders in a teaching environment, e.g., school, after school programs, summer camps, or tutoring. This person will need to demonstrate practical coding experience, knowledge, and skill. The instructor will also need to work in partnership with the library and provide bimonthly feedback on participant and group progress.

All questions regarding this proposal should be sent to Cathleen Doyle, Digital Services Manager, at cdoyle@northbrook.info.

CURRENT ENVIRONMENT

The Northbrook library serves a community of 33,170 with 128 staff in an over 85,000 square foot building originally built in the 60s that has just undergone a major renovation of our public meeting room spaces and first floor. Open 69 hours per week, the library typically sees 1,500 people a day.

The library currently offers basic coding classes (Javascript, HTML/CSS) for teens to adults through our Digital Services staff members (five full-time and 1 part-time) and robotics classes for fifth through eighth graders through our Youth Services and Digital Services staff.

The library's classroom is equipped with 20 Windows laptops and 10 MacBook Pros for use during library-sponsored programs, along with a mounted projector and screen. Four LEGO Mindstorms EV3 sets are also available for use in library-led programming. A limited number of Raspberry Pis and Arduinos will be available for use during programs.

ONGOING NEEDS & EXPECTATIONS

The library is looking for an instructor who can provide the following:

- Develop a coding curriculum and a schedule of topics for the duration of the clubs meetings.
- Assess participants' coding knowledge and skills during meetings and adjust curriculum in response to the assessment.
- Manage and lead all meetings including monitoring and managing participants and participant interactions during meetings.
- Promote an inclusive, enthusiastic, respectful, and collaborative meeting atmosphere that encourages participants to support other club members in expanding skills and knowledge.
- Provide written documentation of the club's and participants' general progress across meetings.
- Communicate club progress, assessment, and attendance to library staff.

The responsibilities above will include, but are not limited to the following:

- Provide a written curriculum and related documents to the Digital Services Manager and Assistant Manager.
- Provide a brief written update on what was covered and general impressions after each meeting, to be shared with the Digital Services Manager and Assistant Manager. This information will be shared with participants' parents/guardians.
- Monitor and direct participants during club meetings and notify Library staff in case of any emergencies.
- Promptly communicate in writing any concerns with participants, equipment needs, or schedule changes. Cancellation of meetings should be communicated to the Digital Services Manager and Assistant Manager at least 2 weeks prior to the scheduled meeting.
- Create and maintain a list of attendees' names and number of attendees for each meeting.

REFERENCES

Please provide the names and contact information of at least three references who can confirm your teaching experiences and skills. Also provide at least 3 examples of coding-related work or projects you've created or contributed to.

QUOTE GUIDELINES

Proposals must include the following to be considered:

- Name
- Address
- Phone number
- Email
- Resume
- Provide sample curriculum for one session
- Monthly cost for developing curriculum and leading the bimonthly club meetings.
- References as outlined above.

An electronic quote must be submitted by 5:00 pm on February 19th, 2018 to Cathleen Doyle, Digital Services Manager, via email at cdoyle@northbrook.info.