



NOVEMBER 2016
FLSA: NON-EXEMPT
Bargaining Unit: GE
JCN: 7607

EARLY CHILDHOOD LITERACY SPECIALIST

DEFINITION

Under general supervision, performs complex early childhood literacy paraprofessional duties, for the County's Early Literacy Program, provides direct instruction to children and adults in the area of early childhood literacy, develops programs with the program scope; plans, manages, administers, implements, and evaluates the County Early Literacy Program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff. May provide technical and functional direction to lower level staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification specializing in the area of early childhood literacy, within the guidelines of the El Dorado's Early Literacy Program. Incumbents shall implement strategies in early literacy educational activities; provide outreach and early literacy support to early childhood education sites and other community sites; maintain and strengthen partnerships with other initiatives in the community; and complete the goals and objectives of the Program. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Library Assistant classification series in that this classification performs specialized early literacy paraprofessional duties within the scope of the Early Literacy Program.

This class is further distinguished from the Library Systems Technician classification in that the latter classification performs routine computer installation, maintenance, and basic network support.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans and presents early literacy programs and activities for children ages 0-5 and their families, including various Storytime's, and other educational programs at designated sites.
- Works to build personal relationships with families, creating environments in which families can socialize; connects patrons to additional services.
- Selects and distributes books and other literacy materials, as needed, to families in the literacy program.
- Registers participants for programs and inputs information into database.
- Designs and implements age-appropriate arts and crafts activities to develop motor skills.
- Designs and distributes promotional and media material to promote the County's Early Literacy Program through various media.
- Participates in outreach activities at early care and education sites promoting early literacy skills through Storytime.
- Plans and conducts instructional library tours for teachers, caregivers, youth, and children.
- Attends community outreach visits with the Bookmobile or van.
- Participates in staff meetings and training as required.
- Creates inviting and informational library and book displays.

- Orders and maintains needed quantities of materials for programming, registration, book bags, and books.
- Promotes community partnerships that connect families with local professionals that support healthy development of young children and provide opportunities to network with other parents of young children.
- May conduct circulation activities, including checking library materials in and out, registering and issuing cards, and explaining county library circulation policies and procedures.
- May respond to requests for information and materials, and provides such reference information about general library operations as well as the Early Literacy Program.
- Maintains records and files relating to the Early Literacy Program, as well as general library operations.
- Prepares regular financial, statistical, and narrative reports.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- General early childhood literacy pedagogy as well as early childhood education practices.
- Books, authors, and general reference sources, including children's literature.
- General public library services, organization and functions, including the technical library support area.
- Automated library systems, general computer operations, and/or word processing and desktop publishing software.
- Business arithmetic, including percentages and decimals.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Work with children 0-5 years of age.
- Maintain clear, concise, and accurate records and files.
- Prepare statistical and financial reports.
- Exercise sound, independent judgment within designated areas of responsibility.
- Interpret and apply library procedures and policies.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, supplemented by college-level coursework in early childhood education, early childhood literacy, library science, child development, or a related field, and one (1) year of paraprofessional experience at a level equivalent to the County's class of Library Assistant II, or one (1) year of experience planning, developing, and implementing preschool or other early literacy programs and early education curriculum.

Possession of an associate degree or higher in the areas of early childhood education, early childhood literacy, library science, child development, or a related field is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Fluency in Spanish may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including mainframe and desktop computers; vision to read printed materials and digital displays; the standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work is primarily performed indoors in a library setting, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work evenings and weekends as required. Must be willing to work at various branches as assigned.