

EARLY CHILDHOOD LITERACY SPECIALIST**DEFINITION:**

Under direction, performs complex early childhood literacy paraprofessional duties, for the County Library's First 5 El Dorado Early Literacy Program, provides direct instruction to children and adults in the area of early childhood literacy, conducts programs within the scope of the First 5 Program; plans, manages, administers, implements and evaluates the County Library's First 5 Program.

DISTINGUISHING CHARACTERISTICS:

This is a technical paraprofessional specialist in the area of early childhood literacy, within the guidelines of the First 5 El Dorado Early Literacy Program. This position 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 First 5 Program. Successful performance of the work requires the use of independence, initiative and discretion within established guidelines. This class is distinguished from the Library Assistant classification series in that this classification is a specialist classification performing early literacy paraprofessional duties within the scope of the First 5 Program. This class is further distinguished from the Library Technician classification in that the latter classification performs routine computer installation, maintenance, and basic network support.

EXAMPLES OF DUTIES (Illustrative Only)

- Plan and present early literacy programs and activities for children 0-5 and their families, including Let's Read Together, Mother Goose on the Loose, Spanish Storytime, Preschool Storytime, and other educational programs at designated sites.
- Select and distribute books and other literacy materials, as needed, to families in the literacy program.
- Register participants for program and input information into database.
- Design and implement age-appropriate art and craft activities to develop motor skills.
- Design and distribute promotional materials.
- Plan and conduct instructional library tours for teachers, caregivers and children and youth.
- Participate in staff meetings and training as required.
- Create inviting/informational library and book displays.
- Order and maintain needed quantities of materials for programming, registration, book bags and books.
- Promote 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, explaining county library circulation policies and procedures.
- May respond to requests for information and materials, and provides such reference information as possible about general library operations as well as the First 5 Program.
- Maintains records and files relating to the First 5 Program, as well as general library operations.
- Promotes the County's First 5 Program through various media, creates media campaigns and content.
- Prepares regular financial, statistical and narrative reports.

QUALIFICATIONS**Knowledge of:**

- General early childhood literacy pedagogy.
- Books, authors and general reference sources, including children's literature.
- General public library services, organization and functions, including the technical library support area.
- Basic public desk etiquette, telephone etiquette and communication skills.
- Automated library systems, general computer operations and/or word processing and desktop publishing software.
- Business arithmetic, including percentages and decimals.

- English usage, spelling, grammar, and punctuation; some positions may require fluency in Spanish as well as in English.
- Standard office practices and procedures, including the use of standard office equipment.
- Planning, assigning, directing and reviewing the work of other library staff.

Skill in:

- Working with children 0-5 years of age.
- Maintaining clear, concise, and accurate records and files
- Preparing statistical and financial reports.
- Exercising sound independent judgment within designated areas of responsibility.
- Interpreting and applying library procedures and policies.
- Dealing tactfully and effectively with a variety of individuals, including patrons, library staff and the general public.

Minimum Qualifications:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

One year of paraprofessional experience at the County's equivalent of a Library Assistant II, or, one year of experience planning, developing, and implementing preschool or other early literacy programs and early education curriculum.

Possession of an Associates degree in the areas of early childhood education, early childhood literacy, library science, child psychology, or general education is desirable. Possession of a Bachelor's degree in early childhood education, early childhood literacy, child psychology, library science or closely related field may be substituted for the required experience.

Other Requirements:

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis. Must be willing to work at various branches as assigned. Must be willing to work evenings and weekends as required. Fluency in Spanish may be required.