

FAMILY LITERACY COORDINATOR

REPORTS TO: Executive Director

FLSA STATUS: Non-Exempt

POSITION SUMMARY:

Responsible for addressing the educational and individual needs of children/adults and assisting students in improving a wide range of competencies related to literacy, such as basic language skills and STEM [Science, Technology, Engineering, Math] using lesson plans, real-life contextual learning experiences, and technology.

DISTINGUISHING FEATURES:

The position requires the coordination and development of the program, supervising volunteers, and performing the administrative duties of the Family Literacy program.

MAJOR DUTIES AND RESPONSIBILITIES:

- Facilitates the documentation, orientation, and training of literacy staff and volunteers.
- Tutors students [adults and children] in various subject areas.
- Community Outreach: Promotes the literacy program and its' many benefits to various groups and schools. Visits area school districts and agencies as needed and participates in community events as a library representative.
- Collaborates routinely with the Manager of Youth Services to enhance tutoring efforts and facilitate the transition of tutored patrons into children and young adult programs.
- Facilitates outreach services within the community
- Oversees the budgeting and expenditures for literacy department inventory, activities, events, and technology with the approval of the Executive Director.
- Attends appropriate meetings and trainings as requested.
- Arrives at work punctually as scheduled and maintain an accurate time sheet.

ESSENTIAL FUNCTIONS:

- Conduct student intakes/orientations and assessments and schedule students.
- Create lesson plans to augment and facilitate student progress.
- Monitor students' progress and tutor compatibility.
- Data entry of attendance sheets and other required documents / records.
- Provide monthly program statistics and reports.
- Plan literacy activities.
 - PSAT/SAT preparation sessions / GED tutoring
 - Family Events / SRC Themed Collaboration with Children's Department
- Maintains the cleanliness and neatness of literacy rooms, materials, and supplies.
- Develop and implement strategies to increase participant enrollment and retention.
- Maintain positive relationships with co-workers, students, parents, and administration.

ESSENTIAL PHYSICAL DEMANDS OF THE POSITION:

Lifting / Reaching / Stooping / Bending / Twisting

Sitting / Walking / Climbing Stairs

Hearing / Vision

ENVIRONMENTAL DEMANDS OF THE JOB:

Dust / Odors

Fluorescent Lighting

QUALIFICATIONS:

BA or BS in education or related field is required. Teacher’s certification and experience is preferred and given first consideration. The position requires hands-on teaching with small groups of students and on an individual basis. The program is designed to instruct students 5-18, adults, and family groups. Knowledge of Common Core Literacy standards, experience in the use and analysis of assessment tools, and teaching experience in a variety of school settings [co-teaching, individual tutoring, general education, special education] is the preferred background for the position.

This job description is not limited to the specific essential functions as outlined. Employee may be required to perform duties of a similar or comparable nature and/or assist with projects.

Employee’s Signature: _____ **Date:** _____

Supervisor’s Signature: _____ **Date:** _____

Director’s Signature: _____ **Date:** _____