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| Job Title: | Early Literacy Librarian | Classification: | Librarian |
| Department/Group: | Children's Services | Position #: | 529 |
| Location: | Indian Creek Library | Position Type: | Full-time Exempt |
| Level/Salary Range: | \$ 39,333/yr \$44,762/yr starting 1/1/2018 | Date Posted: | October 12, 2017 |
| HR Contact: | Leslie K. Ellsworth | Application Deadline: | Please submit application, cover letter and resume |
| Benefits: | Holiday, Vacation and Sick leave; 2 Health Plans; Prescription Drug Coverage; Vision and Hearing, Dental; Flex Plan; Employee Assistance Program; Long Term Care; KPERS; Deferred Compensation Plan | | |
| Schedule: | Monday 9-5:30 Tuesday 9-5:30 Wednesday 12-8:30 Thursday 9-5:30 **Friday 9-5:30 *Saturday 8:30-5:00 *Sunday 1:00-5:00 *This position works weekends on a rotating basis, approximately one weekend every six weeks. ** This position will need to be able to stay until 6 p.m. as needed. Schedule subject to change in order to meet the needs of the department. | | |

Applications Accepted By:

FAX OR E-MAIL:

913-971-6839 or lellsworth@Olatheks.org

Subject Line:

Attention: HR Department/#529 Early Literacy Librarian

MAIL:

Leslie K. Ellsworth

Human Resources/Olathe Public Library

201 E. Park St.

Olathe, KS 66061

Job Description

ROLE AND RESPONSIBILITIES

Responsible for the development and coordination of library-wide early literacy programming that is consistent with the mission, the strategic imperatives of the library, and the diverse needs of the community. Provides reader's advisory, reference service and programming for children, parents and adults working with children from infancy through the fifth grade.

ESSENTIAL DUTIES:

1. Provides reference, information and reader's advisory services to library customers, using print and electronic resources requiring a high degree of knowledge and skill.
2. Knows and explains library services and resources in order to make necessary referrals between the Indian Creek and Downtown libraries.
3. Maintains effective, courteous working relationships with all library customers.
4. Works as a team member with other staff and volunteers.
5. Identifies, evaluates and implements appropriate service enhancements to continually improve effective and efficient delivery of services.

6. Assists in the establishment of library policies and procedures.
7. Provides tours, library instruction and outreach for community groups, organizations and schools.
8. Accepts responsibility as professional in charge of the building and service area when so designated.
 - Accepts responsibility for overseeing staff
 - Monitors library activities
 - Delegates responsibilities
 - Enforces library policies
 - Secures the building
 - Ensures that library operations run smoothly
 - Acts as a liaison to security guard.
9. Responsible for selection, collection development and maintenance of library materials as assigned by the area supervisor or the library director.
10. Performs computer functions that require a high degree of skill and specialization.
11. Accepts responsibility for the development and delivery of library programming.
12. Participates in library staff meetings and community and professional activities directly related to their area of responsibility.
13. Demonstrates leadership and proactive attitude in library's strategic planning process.
14. Remains current on advancements and changes in the field of library science related specifically to job duties, attending workshops and training sessions as needed.

SPECIFIC DUTIES

1. Responsible for the selection, collection development and maintenance of select areas of the Children's collection.
2. Facilitates the use of the children's game, Internet and online catalog computers.
3. Provides tours, library instruction and outreach for community groups, organizations and schools.
4. Develops displays.
5. Develops and executes preschool programs, including, but not limited to, story times.
6. Develops and executes programs for elementary age children.
7. Contributes book reviews to the Holiday Staff Picks and Staff Pick of the Month.

INDIVIDUAL DUTIES

1. Recommends and selects early literacy program materials, manipulatives, and toys that meet assessment standards.
2. Develops and implements early literacy programming for both library locations.
3. Assists in the development and management of interactive early literacy spaces within each library location.
4. Oversees development of system-wide early literacy initiatives and take the lead role in training library staff to disseminate early literacy concepts and practices to parents of children from birth to age 5.
 - Provides staff training on how to utilize early literacy skill development techniques
 - Responsible for coordinating and building staff expertise in their work with youth and families. This includes promoting an environment that encourages input from all staff, sets high standards and encourages all library staff members to provide exceptional customer service.
 - Presents emerging and current early childhood professional development workshops to library staff and other organizations.
 - Observe and coach children's library staff so that the library provides high quality storytimes at all locations
5. Identifies and implements emerging opportunities throughout the community for early literacy partnerships.
6. Oversees aspects of early childhood services including resource sharing, referral and community coalition building.

7. Develops effective strategies for communicating the library’s early literacy goals to individuals and the community through a variety of media
8. Actively develop partnerships with Olathe School District preschools, individual schools, daycare centers, appropriate agencies, and city departments to enhance the reach of early literacy programming.
9. Assists with setting and fulfilling goals and achieving benchmarks in accordance with departmental and library planning.
10. Maintains current knowledge of early literacy, including early childhood development, legislation, educational programs, and health and social services trends.
 - Maintains training in early childhood and early literacy.
 - Utilizes appropriate professional guidelines as a benchmark to assist with development and implementation of early literacy services, such as kindergarten readiness tolls and Every Child Ready to Read.
 - Reviews both professional articles and children’s media sources to keep up with trends and developments in early literacy, early childhood brain development and elementary education.
 - Develops a diverse and thorough knowledge of early literacy educational materials, including popular media and technology for children, parents, caregivers, professionals.
11. Duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

MLS from an ALA accredited institution. Demonstrates proficiency in using Windows Operating System, Microsoft Office and Internet searching. AED/CPR certification or willing to obtain certification.

PHYSICAL REQUIREMENTS

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities; operation of computer and office equipment is required. Regular contact is made with employee, volunteers and the general public.

PREFERRED SKILLS

Previous library experience. Experience and/or coursework in children’s literature/services preferred. Broad knowledge of children’s literature, early literacy and childhood literacy, child learning theories and philosophies, and educational techniques. Knowledge of 6 by 6: Ready to Read, Every Child Ready to Read 2 and/or early literacy components, best practices for early literacy instruction, and current trends in child development. Experience with electronic database searching and SIRSI ILS system.

ADDITIONAL NOTES

The successful candidate will have developed skills in the areas of oral and written communication, organization and use of information technologies. Able to speak publicly with enthusiasm and friendliness, and effectively present in a variety of settings. (i.e.: one-on-one, group, peer, etc.) Able to effectively communicate with and work with all age groups, specifically young children and their caregivers, from diverse socioeconomic and ethnic backgrounds to instill passion for reading and promote lifelong learning. Aptitude for detail work. Must enjoy working with children. A commitment to professional level library service is important, especially in the strategic application of new trends in library services. Ability to work independently, make decisions and exercise professional judgment. Able to work in a team environment and to handle multiple tasks in a fast paced public service setting.

SUPERVISION

Children’s Services Manager

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| Last Updated By: | Leslie K. Ellsworth | Date/Time: | 10/12/2017 |
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