



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Early Childhood Literacy Specialist

**FLSA:** NE

**SERVICE:** Classified

**REVISED:** 7/19/2010

**Summary:** Under general supervision is responsible for the planning, implementation, and development of the Early Childhood Literacy program between Navajo County Library District and First Things First targeting the birth to five-year-olds in southern Navajo and Apache Counties.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Develops and implements early literacy activities designed to promote school readiness that includes: story times, interactive parent/child educational sessions and other age appropriate programming.
- Works collaboratively with the County Librarian and member librarians to market the early literacy resources programs and services through regular outreach.
- Develops and tracks performance measures. Develops and administers surveys, tracks program statistics, prepares program reports and analysis of data. Prepares monthly reports on the use of the department's early literacy materials and programs.
- Participates in team planning sessions with all project staff to ensure well-coordinated and effective delivery of project services to meet program objectives. Works cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Attends professional meetings and workshops and maintains memberships in professional associations as approved by the Library District Director.
- Trains and assists library volunteers.
- Is proactive in identifying early literacy needs in the service area.
- Is proactive in the preparation of informational pamphlets, handouts and other materials.
- Must be flexible and adaptable to dynamic changes in the work environment and be willing to travel extensively in the regions of Apache and Navajo Counties.

### Knowledge and Skills:

- Knowledge of social emotional development in children ages birth to five and experience working with culturally diverse families.
- Knowledge and experience in developing and implementing curriculum and assessment for children ages birth through 5 years.
- Knowledge of customer service principles.
- Skill in planning, organizing and implementing department policies and activities.
- Skill in performing administrative duties such as record keeping, scheduling work and preparing reports and letters.
- Skill in operating common office and library machines.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Desirable Qualifications:

An Associate's Degree or higher; AND two years of previous library and work experience with young children, such as in an elementary school, HeadStart or children's department of a library, OR equivalent combination of education, training and experience; AND a valid Arizona driver's license.