

## EARLY LITERACY SPECIALIST

<b>Department:</b>	Youth Services	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Youth Services Supervisor	<b>Job Group:</b>	
<b>Supervises:</b>	N/A	<b>Primary Location</b>	Whitestown
<b>Updated:</b>	January 2024	<b>Pay Range:</b>	\$19.00 - \$25.00

At the Hussey-Mayfield Memorial Public Library, we are dedicated to enriching the lives of the communities in Zionsville and Whitestown, Indiana. Our team is at the forefront of library services, embracing modern technologies, creating innovative amenities, and delivering personalized, up-to-date programs. We foster collaboration, knowledge-sharing, and entertainment throughout our community. We are proud to be an Equal Opportunity Employer.

Team members are assigned a “primary library location” to provide consistency for their day-to-day work-life. There will be times that team members are asked to assist at their non-primary location or at community events. This position’s assigned primary library location is at the Whitestown Library.

### **POSITION OVERVIEW:**

The Early Literacy Specialist plays a strong role in coordinating and enhancing early literacy library services. They are responsible for developing engaging programming for children aged 0-5 and their families, providing valuable information on developmentally appropriate materials, and educating parents, caregivers, community partners, and fellow library staff. The Early Literacy Librarian actively contributes to the selection of children’s materials to foster early literacy skills.

### **KEY RESPONSIBILITIES:**

#### **1. Program Development and Implementation**

- Develop and implement early childhood literacy library services and programs for children aged 0-5, as well as for parents, caregivers, teachers, and organizations.
- Collaborate on multigenerational and elementary age youth programming.
- Provide expert guidance on early literacy concerns, issues, disorders, and development to parents, caregivers, and organizations.
- Conduct training sessions for library staff on early literacy matters.
- Design and set up timely book displays to promote interest in the library’s collections.

#### **2. Outreach and Collaboration**

- Coordinate library services for daycares and preschools in partnership with the Outreach Services Manager, incorporating effective early literacy theories and techniques.
- Provide recommendations for early literacy-focused additions to the collection to the Technical Services Department.
- Assist customers in Children’s Services by offering reference support, reader’s advisory, and guiding them in using library resources and technology.
- Actively participate in community activities and public speaking opportunities to cultivate a positive image of the library.

#### **3. Additional Duties**

- Stay current with new trends and innovations in library services related to youth services and early childhood literacy.

- Attend and actively participate in professional development opportunities, training sessions, and conferences.
- Undertake department cross-training to ensure basic coverage in other areas as needed.
- Additional duties as assigned.

**EDUCATION AND WORK EXPERIENCE REQUIREMENTS AND PREFERENCES**

- **Required**
  - Bachelor's degree in early childhood education, Elementary Age Teaching, or an equivalent field.
  - 2-5 years of relevant experience serving and/or teaching children aged 0-5 years.
  - Must hold a valid driver's license, automobile insurance, and reliable personal transportation.
- **Preferred**
  - Experience in a school or public library setting or classroom.
  - Bilingual or multilingual.
  - Knowledge of customer interest levels related to children's library materials, programs, and services.
  - Familiarity with the "Every Child Ready to Read @ Your Library" model of early literacy library service and programming.
  - Experience planning and conducting programs focused on early childhood literacy for children aged 0-5, caregivers, and families.
  - Training in current methodologies and best practices to address unique patron needs, such as spectrum disorders, hearing impairments, and sight impairments.
- **Physical Demands:**
  - This position requires physical demands, including reading, writing, maintaining hand-eye coordination, standing, sitting, walking, bending, crawling, climbing, pushing, pulling, and lifting items weighing 15-20 pounds.

Employees are expected to perform the job duties listed with or without accommodation, if accommodation is needed, they should request it through the appropriate channels.

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that I have read and understood the above job description for the Hussy-Mayfield Memorial Public Library. I recognize that this description outlines the essential duties, responsibilities, and qualifications required for this position. I further acknowledge that this job description is not an employment contract and does not guarantee employment for any specific duration. Employment with the Hussey-Mayfield Memorial Public Library is at will and the employer, or I, can terminate the employment relationship at any time, for any reason, with or without notice or cause.

Employee Name:		Date:	
Employee Signature:			