



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Library Literacy Specialist
Dept./Division: Education Division
Unit: Dr. Fernando Escalante Community Library and Resource Center
Job Family/Class: Library Series
Supervised By: Community Library Resources Center Supervisor
Employee Type: Hourly
Pay Grade: 18

NATURE OF WORK:

The Library Literacy Specialist will focus on the early childhood services of the library; providing community events; book distribution event; development of resource materials/reading materials, literacy materials and provide a series of early childhood literacy workshops. The early childhood literacy program will be designed to disseminate information and materials to parents and community members on the positive effects of early childhood language and literacy development, working with the community to facilitate the concept of parents being the “Child’s First Teacher” and the need to reinforce literacy by reading to their children on a daily basis. This position will assist with the development of materials and programs designed to promote the Tribe’s literature, oral and cultural history.

ESSENTIAL FUNCTIONS:

- Coordinate a series of parent forums to enhance parent awareness; provide early literacy topics.
- Assist with the design and delivery of instructional materials on tribal programs for the tribal community; coordinates a variety of course integrated sessions, skill bases workshops and special events.
- Provide parent support services for building early childhood language and literacy skills and to support the concept of parents as the “Child’s First Teacher.
- Focus on the environment and set-up of the early childhood and youth areas in the library, creating a safe and comfortable area for children to read, listen to storytellers and build parent child bonds to encourage reading.
- Assist patrons with checking books in and out of the library, shelve returned books, prepare new books and materials for library use, and archives tribal documents, pictures, and artifacts for reference and historical research.
- Assist and instruct library visitors in the research process and reference services.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Public communication skills including presentations, training and teaching;

- Educational and Early Childhood Literacy best practices;
- Early Childhood Literacy skills;
- Utilize software to develop resource material to promote tribal literacy;
- Strong interpersonal and communication skills with excellent teamwork;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Establish and maintain effective working relationships with employees, peers and students, and tribal members;
- Maintain relationships with city, state, and tribal libraries and resource centers;
- Handle multiple tasks and meet deadlines;
- Maintain confidentiality of information;
- Trains parents to use of early childhood curriculum activities in the family's everyday routines, relationships, activities and resources;
- Work effectively with parents, other program staff members and public and private agencies in the home and community;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or GED plus 64 credit hours of higher education, including coursework in library science or literacy.

AND

- Bachelor's degree in Education or Library Science is preferred;
- Experience with Early Childhood Literacy Programs is preferred;
- Experience in providing staff and parent training is preferred;
- Experience working with Yoeme or American Indian communities, preferred;
- TB Clearance required;
- Bilingual in Spanish/English or Yaqui/English preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing, and work space restrictions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date