

Hartford Public Library

Early Literacy Librarian P-III Non-Bargaining Unit, Exempt

Reporting to the Youth Services Director, the Early Literacy Librarian is responsible for the system wide support of the Library's strategic initiatives of providing early literacy experiences to infants through preschoolers, connecting with parents and caregivers, providing outreach to child care providers, and developing school-age readers and life-long learners. The Early Literacy Librarian assumes responsibility for the effective execution of programs and services in support of early literacy and childhood literacy, within the Library's broader program of services. The Early Childhood Specialist proactively assesses the needs of families in the service area through direct contact or through interaction with community agencies and recommends services and resources the library should provide to address those needs. This position requires substantial application of professional knowledge and experience.

DUTIES AND RESPONSIBILITIES

PUBLIC SERVICE

- Plans and presents story times with an emphasis on early literacy development both in the library and at early childhood organizations to children birth to age 8 and their caregivers/teachers.
- Designs, presents, establishes and supports a variety of library sponsored literacy programs for youth including special events, family engagement programs, teen parenting programs, class visits, library card registration, and library instruction.
- Assists in the preparation, promotion, and implementation of the Summer Reading Program
- Oversees aspects of early childhood services including resource sharing, referral and community coalition building. Develops effective strategies for communicating the Library's early literacy goals to individuals and the community through a variety of media.
- Recommends and selects early literacy program materials, manipulatives, and toys that meet assessment standards
- Assists in the development and construction of an interactive early literacy and learning center, with plans for future management of center.
- Create a library environment that is conducive to learning and appropriate to the maturity level and interests of the students and families.
- Develop collaborations with public schools, community agencies, organizations, and institutions that work to create successful youth and families.
- Develop newsletters, bibliographies, webliographies, flyers, press releases, displays and other marketing strategies to promote reading and other library services.

STAFF DEVELOPMENT

- 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.
- Supervises, trains and evaluates assigned personnel, maintains accurate work records.
- Enforces established policies, rules and regulations, standards of conduct and work attendance.
- Maintains open communication with all staff.

COLLECTION DEVELOPMENT

- Continually develops, evaluates, and maintains the parenting collection including books, magazines, DVDs, CDs, and other formats
- Continually develops, evaluates, and maintains collection for young children including books, magazines, DVDs, CDs, and other formats
- Assists Youth Services Director in management of acquisition, processing, organizing, distribution, maintenance, and inventory of resources.
- Works with the Senior Branch Managers and Assistant Youth Service Librarians to ensure a well rounded collection both in the branch and within the system.

ADMINISTRATIVE

- Under the general supervision of the Youth Services Director, formulates goals, plans and procedures for early and childhood literacy.
- Directs and coordinates the activities of early literacy services in conjunction with the overall policy and regulations of the Library.
- Assists the Youth and Family Services Director in the research, writing, record-keeping, and implementation of grants and grant reports.
- Prepares statistical reports as requested monthly and annually.
- Prepares reports as required.
- Participates in the overall administration of Hartford Public Library through committee or taskforce assignments.
- Maintains an inventory of supplies and prepares a supply request at regular intervals.

PROFESSIONAL

- Maintains current knowledge in library principles and practices, library management, and library spaces.
- 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.

- Reads professional journals regularly.
- Maintains membership in professional organizations such as CLA, NELA, and ALSC, and actively participates as work and personal time allow
- Serves on community committees and task forces that promote and provide venues for partnerships that enhance the early learning agenda in the community.

POSITION QUALIFICATIONS

- Masters degree in library science from an ALA-accredited program required.
- Bachelors degree in education or early childhood highly desirable
- Previous Library experience highly desirable.
- Previous supervisory/managerial experience preferred, preferably in a service organization.

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Broad knowledge of children's literature, early literacy and childhood literacy, child learning theories and philosophies, and educational techniques.
- Knowledge of early literacy best practices in library and community settings.
- Knowledge of Every Child Ready to Read 2
- Knowledge of youth program assessment tools such as ECERS, ITERS, FDCRS, and SACERS.
- Knowledge of common core standards in public schools.
- Experience in writing grants.
- Experience in selection and weeding of library collections.
- Considerable knowledge of staff management. Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Thorough knowledge of the principles and practices of modern library systems and programs.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs.
- Work requires considerable use of independent judgment and initiative
- Valid Connecticut driver's license or ability to obtain upon employment.

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

- Must enjoy working with young children
- Multi-task oriented
- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation

- Ability to work well as a team leader and team member as well as ability to work independently
- Possess a broad knowledge in general subject areas and knowledge of authors, books, readers' interest, and reading levels
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by the Library or as dictated by professional commitment
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials
- Ability to work nights and weekends
- Language Skills
 - Ability to express ideas clearly and concisely, both orally and in writing.
 - Ability to effectively present information to other employees of the organization and the public
- Mathematical Skills
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Reasoning Ability
 - Ability to apply common sense understanding to carry out written and oral instructions.

PHYSICAL DEMANDS

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.
- May need to lift boxes, crates or pieces of equipment weighing up to 50 pounds