

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
EARLY LITERACY LIBRARIAN or COORDINATOR	EXEMPT
Division	Pay Range
YOUTH AND OUTREACH SERVICES	27

JOB SUMMARY

The primary responsibility of the Early Literacy Librarian or Coordinator (ELL/C) is to develop outreach opportunities that get librarians into the homes of at risk preschoolers. This includes participating in system wide strategic initiatives of providing early literacy experiences to infants through preschoolers (birth to age five) and connecting with parents and caregivers through programs, outreach and community partnerships. The Early Literacy Librarian or Coordinator 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Spends appropriate amount of time away from the desk roving using established procedures. Meets patrons at their point of need.
4. Provides exceptional public service to all patrons served. Strong public service ethic evidenced by the ability to relate to and communicate with teens, children and adults.
5. Models to all staff, appropriate early literacy library service to children and caregivers.
6. Develops, plans and implements library programs for at risk preschoolers, primarily in their home environment. This will include working with parents of at risk preschoolers to assist them in providing early opportunities for their child (children) to learn.
7. Works with the Assistant Manager, Youth and Outreach Services to assist in development and implementation of early literacy programming inside and outside the library; these programs may include parent workshops, working with early literacy interactive materials and digital products.
8. Creates partnerships with programs, such as Laramie County Maternal Family Health Services; Parents as Teachers; Wyoming Department of Health’s Healthy Baby Home Visitations; COMEA; and Child Protective Services within the Wyoming Department of Family Services so that the ELL/C may accompany them on home visits to introduce concepts of early literacy.
9. Cultivates partnerships with relevant community organizations, such as Women, Infants and Children (WIC); Stride; Head Start; Laramie County School Districts; WY Quality Counts; and Wyoming Kids First.
10. Creates and maintains MOUs with partners.
11. Develops a diverse and thorough knowledge of early literacy educational materials, including popular media and technology for children, parents, caregivers, professionals.
12. Utilizes appropriate professional guidelines as a benchmark to assist with development and implementation of early literacy services, such as kindergarten readiness tools and Every Child Ready to Read.

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13. 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.
14. Maintains education and knowledge of relevant early literacy initiatives in the county, state, region and nation.
15. Speaks publicly about program’s development, early literacy concepts and evaluation of successes and failures.
16. Maintains knowledge of the Youth Services Assistant position and covers public service desks as needed, but with limited hours.
17. Works Greeter Desk as assigned.
18. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- MLS/MLIS degree from an ALA-accredited college or university or social work degree from accredited college or university; and
- 3 years of directly relevant experience; or
- The equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have a current driver’s license valid in the State of Wyoming.
- Education and/or experience in early childhood education and at risk populations.
- Working knowledge of public library operations.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Ability to network and build and sustain relationships.
- Possesses excellent writing and communication skills.
- Proficiency with a variety of software programs related to library operations including word processing, scheduling/calendaring/email, and integrated library systems.

REPORTING RELATIONSHIPS

Reports to: Assistant Manager, Youth and Outreach Services
Supervises: Volunteers

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and/or stacks of material from one location to another.

LATEST REVISED DATE 5/17