

TITLE: Literacy Resource Coordinator (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien
2. Baccalaureate degree with a major or minor in Social Work, Sociology, Psychology, Child Welfare, Education, Medical, Science, or other fields closely related to providing social services to families of young children.
3. Teaching experience in elementary grades and dealing with young children and families is preferred.

JOB REQUIREMENTS:

1. Must computer skills to maintain reports and effective communication skills, both oral and written.
2. Must have the ability to maintain effective working relationships with children, parents and staff.
3. Must have own transportation, a valid driver's license, and insurance as required by Louisiana laws.

REPORTS TO: SRCL Project Leader

JOB GOAL: To coordinate literacy opportunities for families including site sign up for Reach Out and Read, medical provider training, book ordering, book stocking and delivery and program reporting for partner sites for Reach Out and Read. Set up and maintain Literacy Resource Centers in cluster sites. Provide for family literacy opportunities.

JOB SUMMARY: This job is designed to be a coordinator of the family literacy opportunities provided by the Striving Readers Comprehensive Literacy Project.

ESSENTIAL JOB FUNCTIONS:

Coordinate site sign up, medical provider training, book ordering, book stocking, book delivery and program reporting for partner sites for Reach Out and Read.
Set up and maintain Literacy Resource Centers
Model reading stories for young children for parents and caregivers
Keep records and dates of all training and services rendered

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Perform any other tasks deemed necessary by supervisor
Is familiar with the list of available community resources and referral agencies that can assist in meeting the needs of children
Follow the Confidentiality Policies and Procedures
Attend all staff meetings and all training opportunities provided

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the shift.
4. Must tolerate frequent periods of walking throughout the shift.
5. Must on occasions lift and carry boxes, books, manuals, catalogues files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching with both hands in performing work such as retrieving manuals, picking up objects, filing, typing, shredding, and computer runs.
8. Must handle numerous duties with both hands and fingers:
 - A. Fine Motor Skills
 - 1) Typing
 - 2) Copying
 - 3) Adding machine
 - 4) Computer
 - 5) Filing
 - 6) Binding
 - 7) Writing out forms
 - B. Grasping
 - 1) Manuals
 - 2) Boxes
 - 3) Journals

TERMS OF EMPLOYMENT: Specified by contract

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____
(Incumbent)

Incumbent's Name (Please Print) Employee Identification Number

Original – Human Resources Copy – Supervisor Copy – Employee