

CLASSIFIED JOB DESCRIPTION

FAMILY LITERACY TECHNICIAN

JOB SUMMARY:

Under immediate supervision of the Even Start Family Literacy Manager and under the general direction of the District's Executive Director of Early Intervention, plans and facilitates for the District's family literacy programs.

ESSENTIAL JOB FUNCTIONS:

- Plans and implements family literacy components for the District's family literacy programs.
- Meets the needs of pupils, parents, and staff with an emphasis on the District's family literacy programs.
- Collaborates with instructional teams at schools for effective implementation of family literacy programs.
- Provides literacy training for parents.
- Assists the family literacy team with data collection and completion of state, federal, and program reports.
- Contributes to state, federal, and grant program compliance.
- Selects resources for the Family Literacy programs.
- Displays skill in using a variety of literacy strategies and materials.
- Incorporates knowledge of storytelling, appropriate reading, and references materials for students (preschool through third grade).
- Indicates an awareness of current literacy programs and grants.
- Provides literacy and reading incentives for literacy program participants.
- Demonstrates competence in the operation and use of office media, as well as computer programs and equipment.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to bend, stoop, reach, and sit on the floor.
- Have a special interest in children's literature and community literacy.
- Bilingual Spanish and English required.
- Working knowledge of Mac and PC software applications, including MS Office and media equipment.
- High school diploma or GED required. AA degree in child development or related field is highly desirable.

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Classified Salary Schedule: Range 21
BOARD APPROVED: 4/17/07
REVISION DATES: 7/17/23
08/09/2023