

CHATHAM COUNTY PARTNERSHIP FOR CHILDREN

FAMILY LITERACY COORDINATOR

Job Description

Purpose

The Family Literacy Coordinator promotes family literacy in Chatham County through implementation of two early childhood literacy programs and one family support program. Raising a Reader (RAR) is an evidence-based early literacy, book rotation, and parent engagement program in approximately 30 infant, toddler, and preschool classrooms in child care centers. Dolly Parton's Imagination Library (DPIL) is a book gifting program for children ages birth to five. Kaleidoscope Play & Learn is an evidence-based, weekly facilitated playgroup for young children and their Family, Friend and Neighbor caregivers and parents.

Essential Responsibilities

RAR:

1. Ensures that RAR operates with fidelity to the national evidence-based model and the local Smart Start Logic Model.
2. Works diligently to meet program outcomes as established by funders or the agency.
3. Integrates current research-based knowledge of child development and early literacy into program implementation.
4. Distributes books and bags to child care classrooms for rotation and monitors book/bag inventory.
5. Trains classroom teachers and directors in RAR implementation, early literacy, and family engagement through 2-3 workshops per year and monthly on-site visits.
6. Coaches classroom teachers on early literacy activities and parent engagement.
7. Monitors RAR program implementation in classrooms through Monthly Classroom Checklists and Quarterly Classroom Rubrics.
8. Collects, analyzes, and reports parent engagement data through annual parent surveys.
9. Assists child care facilities with family engagement/early literacy events.
10. Promotes and collaborates with the local library, including an annual library event and blue library bag distribution to all participating children.

DPIL:

11. Actively works to increase DPIL registration in Chatham County through attending community outreach events, creating promotional materials, building relationships with community agencies, and developing innovative outreach strategies.
12. Collects and enters registrations into online database.

KPL:

13. Lead implementer for all KPL groups; oversees all activities related to the project.
14. Ensures that KPL operates with fidelity to the national evidence-based model and the local Smart Start Logic Model.
15. Works diligently to meet program outcomes as established by funders or the agency.
16. Integrates current research-based knowledge of child development, coaching strategies, and parenting behaviors into program implementation.

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17. Models and coach's family literacy staff and caregivers on early literacy activities and parent engagement.
18. Plans, organizes, and implements Kaleidoscope Play & Learn groups, group logistics and marketing group meetings.

General:

19. Maintains accurate program records.
20. Monitors RAR and KPL program implementation and submits required documentation to National Affiliates.
21. Collects, analyzes, and reports parent engagement data through annual parent surveys.
22. Promotes and collaborates with the community agencies.
23. Seeks additional grant funding for RAR and KPL programs.
24. Reports progress to funders and stakeholders by completing various monthly, quarterly, and annual reports; keeps Early Childhood Programs Manager, Program Director, and Executive Director informed of program progress and impacts.
25. Works with Early Childhood Programs Manager, Program Director, and Executive Director to monitor program expenses.
26. Supervises Bilingual Family Literacy Program Assistant (1 FTE); providing oversight and guidance for routine responsibilities and providing additional work assignments when needed.
27. Other duties as required by funders or agency.

Qualifications/Requirements

MINIMUM REQUIREMENTS

- Bachelor's degree in Early Childhood Education or related field
- Level 11 ECE Certification through the NC Institute for Child Development Professionals or college coursework that qualifies the candidate for this certification
- Two years of classroom teaching experience
- Excellent written and oral communication skills
- Ability to organize and manage multiple projects and assignments
- Working knowledge of child development, family literacy, and early literacy skills
- Strong administrative capabilities, including computer database management and record keeping
- Effective in building rapport with child care teachers, directors, families, and colleagues in other agencies, including diverse groups

PREFERRED QUALIFICATIONS

- Experience in community collaboration, public relations and/or marketing
- Experience and skills in training or coaching adults
- Working knowledge of strategic planning, program design and evaluation

PHYSICAL REQUIREMENTS¹

- While performing this job the employee is:

¹ Reasonable accommodation will be provided when needed for an otherwise qualified candidate to perform the essential functions of this position.

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- Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear.
 - Periodically required to stand; walk, stoop, kneel.
 - Occasionally required to lift up to 25 pounds.
 - Routinely required to drive a vehicle for business travel and must have a valid NC Driver's License with less than 4 points.
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer.

OTHER REQUIREMENTS

- Evening and Saturday work will be required about once per month.
- Access to personal vehicle for business travel is required.

SUPERVISION: Reports to the Early Childhood Programs Manager

Position Status: Regular, Full-time
Classification: Grade 15, Non-Exempt
Salary Range: \$41,443.00 starting salary to \$44,821.00