NEWARK PUBLIC LIBRARY
LITERACY PROGRAM COORDINATOR

DEFINITION:
Supporting community literacy is one of the core missions of the Newark Public Library. Under direction, the Literacy Program Coordinator plans, organizes, coordinates and is responsible for directing the activities of literacy and other related educational outreach programs serving clients/patrons in the Newark Public Library community.

RESPONSIBILITIES

1. Develops, administers and implements library programs designed to teach literacy skills to library patrons of all ages from early childhood through adulthood.

2. Serves as the Library’s liaison with the “Newark Reads” initiative which is supported by Newark non-profits, corporations, and other community organizations.

3. Serves as a resource person regarding various training, education and information programs relating to literacy. Assists patrons in making use of other community service agencies that support literacy.

4. Publicizes the program through various communication channels to raise awareness of resources.

5. Provides input to generate grant proposals, tracks grant funds for literacy projects, and provides regular status reports on progress and achievement under such grants.

6. Prepares and maintains a budget relating to materials, instructors and programs in support of literacy at the Newark Public Library. Purchases textbooks, software and supplementary materials necessary for the program.

7. Recruits and trains volunteers and paid staff funded through grants or other sources to provide literacy programs for adults and children in the Branches. Evaluates performance and establishes and monitors schedules.

8. Collects, reviews and analyzes program data for the Newark Public Library community literacy initiatives and makes recommendations for improving results.

9. Works with Children’s Services in the Branches and the Main Library to establish and monitor programs and services that encourage early childhood pre-literacy.

10. Establishes and maintains collaboration with Newark Public Schools in support of literacy, included, but not limited to supporting the effort to provide every student with a library card.
11. Develops and maintains current information on successful literacy initiatives in both the education and library fields around the country and identifies opportunities for Newark to build on other successful programs.

REQUIREMENTS:

Education:

Bachelor’s or Master’s degree from an accredited institution of higher learning in education, librarianship, or affiliated discipline.

Knowledge and Experience

- Understanding of NJ Learning Standards for English Language Arts, along with principles, best practices, and trends in both adult and juvenile literacy.
- Experience in using educational media.
- Knowledge of training methods appropriate for literacy programs for both adults and children.
- Understanding of learning disabilities as they apply to developing literacy skills.
- Familiarity with current elementary and high school literacy curricula
- Knowledge and understanding of student Lexile and reading levels.
- Ability to work independently and take initiative when called for
- Experience in supervising staff and volunteers.
- Excellent written and spoken communication skills.
- Fluency in the use of Microsoft Office suite and other online resources.
- Is able to engage respectfully and with tact and sensitively when working with diverse populations.
- Detail oriented and the ability to meet deadlines.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Additional Information:

- This is a full time 35 hour per week with 20 vacation days per year and benefits. The schedule may include some evenings and Saturdays.
- This is a New Jersey competitive Civil Service position which requires residency in New Jersey (Job spec code: 05792).
- The salary is $56,740.