



County of Berks POSITION DESCRIPTION FORM

Position Title: Preschool Program Specialist (Part-time)

Department: Library System Reports To: (Title) Outreach Coordinator

Revision Date: Dec. 2017

Effective Date: Sept. 2003 Dec. 2019

Wage Category: Exempt Non-Exempt

EEO-1 Category: Administrative support Union Classification: N/A

POSITION SUMMARY:

The Preschool program Specialist designs and delivers literature based thematic programs for preschoolers, toddlers and babies in alignment with the 2014 Pennsylvania Learning Standards for Early Childhood developed by the Office of Child Development and Early Learning Pennsylvania Department of Education. This position coordinates programs and services within Berks County Public Library System member libraries, and community outreach facilities.

POSITION RESPONSIBILITIES:

Essential Functions

1. Designs and presents regularly scheduled early literacy and emergent reader programs for babies, toddlers, preschool children and caregivers in affiliated libraries and outreach centers.
2. Designs and presents early literacy and emergent reader programs for families of children with special needs.
3. Designs and develops programs utilizing technology applications and STEM learning with young children and caregivers.
4. Participates in children's literacy programs and other relevant training in order to stay current with new research and best practices. Provides consultant services to member libraries and outreach centers for assistance in creating programs designed to support and enhance the learning environment; responsive relationships; age, cultural, and linguistically-appropriate experiences.
5. Reviews, selects and orders materials and resource within budget to support programming.
6. Coordinates program sessions, evaluates and assesses community need for program locations.
7. Prepares statistics and narrative reports for the Outreach Services Coordinator and participates in ongoing program evaluation and development.

Non-Essential Functions

None

MINIMUM EDUCATION AND EXPERIENCE:

1. Bachelor's degree in Early Childhood Development, Education, or Library Science.
2. Minimum of two (2) years work with young children in a preschool, library or classroom setting.
3. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
4. Criminal background check and current Act 151 Child Abuse Clearance.
5. Valid PA driver's license.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Extensive knowledge of children's literature and media
2. Basic computer literacy
3. Working knowledge of literature-based story program practice
4. Working knowledge of emergent literacy concepts
5. Demonstrated skill in establishing rapport with young children and their parents.
6. Ability to maintain a flexible work schedule to meet program demands.
7. Ability to work cooperatively in a team environment which includes BCPL staff, member library staff and program clients.
8. Maintains personal vehicle and arranges for personal insurance.
9. Ability to handle stress.
10. Physical presence in the office is required.

PHYSICAL DEMANDS:

Drives daily to various library and outreach locations and regularly carries materials weighing up to 20 lbs. for short distances.

WORKING ENVIRONMENT:

Must drive in various weather and road conditions, works in normal library or classroom environments.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date
