



## JOB DESCRIPTION

Job Title:	<b>Family Literacy Specialist</b>
Reports to:	Provider Services & Relations Manager
Supervises:	N/A
Job Code:	256
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> other
Salary Ranges:	Starting around \$18.00

### Position Summary:

All employees must adhere to the Coalition’s core values. Responsible for the technical assistance, support, and training of families at funded early care and education programs that offer the “Read to Me!” and “Read to Me, Baby!” programs. The trainings and support focus on developmentally appropriate early literacy activities. The goal is to assist families in the implementation of literacy curriculum activities that can be effectively and easily done in the home. This is a grant funded position; availability of funds does not guarantee employment.

## Essential Job Functions

### Family Literacy Technical Assistance (TA) and Training

- Collaborate with families in promoting integrated literacy activities
- Help create positive, goal orientated relationships between families and educators
- Promote best practice and evidence-based programming
- Support families’ culture and language into all early learning programs
- Implement family literacy programs “Read to Me!” and “Read to Me, Baby!”
- Conduct outreach and recruit volunteers and participants for various initiatives
- Lead family literacy professional development for teachers, directors, and owners.
- Lead Parent Engagement Workshops
- Evaluate and assess program effectiveness
- Assist with the coordination of Family Literacy Nights
- Provide literacy-supporting resources
- Liaise with community partners to coordinate service delivery
- Collaborate with Early Literacy Specialists, Inclusion and Intervention Services, Baby Institute Staff, and Provider Programs manager, and other support services staff to build home-school literacy connections
- Create reports necessary to comply with all grant requirements

### Data Collection and Management

- Collects accountability data in Coalition Database system
- Maintain contact records in Coalition Database system.
- Complies with Coalition required reporting, case management information, and keys information in in Coalition Database system within 48 hrs.

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**Program Support Functions:**

- Communicates and coordinates all efforts with internal departments.
- Assists with identification of Early Literacy materials
- Inventory and distribution of Early Literacy resource materials.
- Contributes content necessary for the development of program policy and procedures.
- Other duties as assigned.

**Professional Development**

- Attends required training programs in order to keep abreast with the latest developments in childhood education trends related to emerging Language and Literacy.
- Perform other special and/or related assignments as requested.
- Attends webinars/online training as assigned
- Maintains reliability in quality tools as required

(This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

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**Qualifications:**

- Comprehensive understanding of Child Development and the birth to five continuum of literacy development.
- Knowledge and experience in working with diverse cultures that match community populations
- Experience in effective interactions with families and educators in a variety of situations
- Working knowledge of early intervention programs and family engagement expectations
- Facilitation experience with adult learners
- Ability to organize own work, coordinate projects, set priorities, meet deadlines and follow-up on assignments with minimum direction.
- Ability to establish and maintain positive working relationships with other employees.
- Knowledge of English business language and ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively communicate sensitive information.
- Ability to exercise sound judgment within established guidelines.
- Demonstrated knowledge of child development and appropriate childcare practices and knowledge of Florida state standards and requirements.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening hours.
- Ability to solve problem and deal with a variety of variables.
- Proficiency in the use of computer software (Microsoft Office Suite). Ability to navigate the Internet.
- Required Florida Driver's License with reliable transportation to travel daily to off-site locations.
- Professional appearance and presentation.

Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.

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**Education and Experience:**

- A minimum of a Bachelor's Degree in Early Childhood Education, Child Development, Developmental or Child Psychology, Elementary Education or closely related field, with a minimum of two (2) years of experience working directly with children in an early childhood setting is required.
- A Master's Degree, experience as a family support/family literacy specialist, and at least one year of training adults is preferred.
- Bilingual - Ability to communicate in the Spanish language both verbally and in writing - preferred.

Send Cover Letter and Resume to:

[msanchez@elcoc.org](mailto:msanchez@elcoc.org)

By Fax to:

407-749-0287

By Mail to:

Early Learning Coalition of Orange County

Attn: Marah Sanchez

HR, Office & Technology Manager

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