



K12 School Success Leader (Main Library)

Salary Range: \$65,540.80 – \$102,211.20 annually

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PURPOSE OF JOB

Under the general guidance of a Public Service Director, this position serves as the K-12 school district liaison and is responsible for key functional Youth Services program areas with the goal of ensuring school age literacy and high school graduation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Meets and communicates regularly with school districts in CML's service area to share information and coordinate efforts. Creates and manages strong relationships.
2. Leads staff in the implementation of summer and after school programs to bring about positive outcomes for students.
3. Pursues opportunities to enhance in-classroom learning through library programs and services.
4. Develops and evolves programs and services, integrating early literacy, childhood development and educational principles.
5. Stays abreast of changes in curriculum, academic standards and the overall education environment and considers adjustments needed in library offerings.
6. Evaluates and analyzes components of ODE approved assessment tools to make recommendations for library usage.
7. Regularly assesses programs and services through a variety of means to ensure they are generating desired outcomes. Makes adjustments, provides additional training/support, etc., as needed.
8. Responsible for data collection and analysis and reporting to partners and funders.
9. Plans and leads meetings and workshops for staff to present and share information, exchange ideas and for staff development.
10. Assists with interviewing youth and teen services staff, as appropriate. Coaches and develops youth and teen staff in areas of programming, engagement, physical spaces, and new services.
11. Writes, implements, and completes report requirements for grants supporting Young Minds initiatives.
12. Establishes and directs system committees, taskforces, and work groups to meet departmental goals.

13. Supports system technology by identifying technological solutions, testing, training and troubleshooting.
14. Attends state and national conferences as a representative of the library and to share and implement new ideas with library staff.
15. Assists in the development of metrics, performance measurement and goal setting.
16. Performs additional duties as assigned including being a project lead and/or serving on task forces, committees, etc.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's Degree in Education or related field from an accredited college or university required.
2. Master's Degree in Education or related field preferred.
3. 3-5 years' experience in the education field required.
4. Experience with organization-wide program and curriculum development preferred.
5. Knowledge of assessment and measurement practices in K-12 education.
6. Knowledge of early literacy (grade K-3) curriculum development and K-12 academic standards.
7. Ability to express self effectively and concisely both orally and in writing.
8. Ability to operate library technology including personal computer, email, software programs (i.e. Windows/Microsoft Office) and other job-related equipment and systems.
9. Ability to utilize reliable transportation to promptly report to job assignment and other locations, per job requirements.

SCHEDULE

Combination of mornings, afternoons, evenings & weekends, alternating Friday/Saturday. Sundays as assigned.