



Position: 1-2-3 Read Site Coordinator

Review the summary of the job description below AND apply today: [6192694:Career Search \(saashr.com\)](https://saashr.com/6192694:Career-Search)

GENERAL SUMMARY

Under moderate supervision, oversees the operations of the grade level reading site, including supervising tutors and volunteers and working directly students on literacy/reading activities. Prepares analyses and reports on site usage. Provides onsite feedback to assist the system in researching and implementing new services.

The position is part-time and operates seasonally from September through May, with work breaks that coincide with school calendars. Time commitment is 6-15 hours per week, 3-4 hours daily, 2-4 days a week Monday through Thursday (hours may vary during start-up and take-down of the grade level reading site). In cooperation and consultation with the Youth Education Coordinator, facilitates and assures the smooth operation of the grade level reading site. Position may be extended to cover summer or alternate programming on a case-by-case basis.

JOB REQUIREMENTS

Competencies that an incumbent should be able to demonstrate and that are reflected in the knowledge, skills and abilities that lead to satisfactory accomplishment of the Essential Job Functions, include the competency dimensions of Communications Skills, Empathy, Feedback, Listening, Coaching, Persistence/Perseverance, Problem Solving Ability, Customer Service, Perception/Judgment, Results Focus, Time Management, Attention to Detail, Dependability, Diversity Focus, Planning & Organizing. In addition, incumbents are expected to demonstrate proficiency in the Function/Task Specific dimension of Computer Knowledge and Use.

Specific Knowledge, Skills, and Abilities required include:

- Ability to demonstrate proficient usage of English grammar, spelling and punctuation rules, and to utilize simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Ability to use a personal computer and job-related software or systems applicable to the essential functions of the job, which may include, but not be limited to email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various systems of software used by CCPL.

- Ability to provide comprehensive customer service, including delivery of accurate, prompt, and courteous assistance, both orally and in writing.
- Ability to apply sound judgment, resolve problems, and make effective decisions.
- Skill in exercising advanced level of verbal, inter-personal and customer service skills.
- Ability to communicate effectively both orally and in writing.
- Ability to use Library resources efficiently and effectively.
- Knowledge of basic strategies for teaching and supporting students in the literacy skills needed to learn to read and comprehend.

ESSENTIAL JOB FUNCTIONS

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards and practices applicable to the job including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct and confidentiality.
- In cooperation with Library Staff, trains 1-2-3 Read volunteers.
- Maintains student registration and usage statistics.
- Supplies Library management with monthly and annual reports on site highlights, statistics, research study and concerns.
- Orders supplies for grade level reading site as needed.
- Serves as liaison between grade level reading site, branch and the Literacy and Learning Division.
- Provides snacks to participants, in partnership with the Cleveland Foodbank.
- May provide daily supervision for America Reads Tutors; may verify and send time records to America Reads Coordinators.

Summary Minimum Education & Experience Required

- Bachelor degree required. Teacher certification strongly preferred.
- At least one year of direct experience working with children Grades K-3 in an educational setting.

OTHER TESTING/LICENSES REQUIRED

- A criminal background check is required.
- License: A valid driver's license and in-force automobile insurance is required, as is reliable personal transportation.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Position is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. Occasionally lifts lightweight objects. Some use of computer workstation.