

**Pahkisimon Nuye?áh Library System
JOB DESCRIPTION**

JOB TITLE: Literacy Coordinator

POSITION CLASSIFICATION: Support Services 2, 3, 4 or Consulting 1, 2, 3

CORE FUNCTIONS: Reporting to the Teacher-Librarian, the Literacy Coordinator operates and coordinates the La Ronge & Area Family Literacy Hub (LRAFLH), which is based out of the Pahkisimon Nuye?áh Library System Headquarters. Acting on behalf of the Family Literacy Hub, the Literacy Coordinator provides family literacy programs, services, promotion, and supports for families in collaboration with the libraries, schools and relevant organizations within the Tri-Community Area (La Ronge, Air Ronge and Lac La Ronge).

Primary duties for this role will include coordinating and delivering early literacy and family literacy programming for the Tri-Community Area, purchasing and developing materials and resources for early years and family literacy programming, serving as the LRAFLH representative for local and provincial committees and meetings, and completing biannual reporting to the Saskatchewan Ministry of Education.

This position will involve frequent travel to libraries, schools and partner organizations within the Tri-Community Area, and may potentially include occasional travel to libraries, schools and partner organizations across the rest of the PNLS service area (the Northern Saskatchewan Administration District).

DETAILS OF FUNCTIONS:

1. Establishes, maintains and delivers a regular schedule of programming for Tri-Community Area member libraries, schools and partner organizations.
2. Evaluates and purchases early years and family literacy materials for the Family Literacy Hub and for PNLS Headquarters, including the selection and assembly of programming kits, story sacks and culturally relevant collections.
3. Attends and participates in assigned functions, meetings and/or networking opportunities as the representative for the Family Literacy Hub, including but not limited to the Provincial Family Literacy Hub Working Group and the Babies, Books & Bonding (BB&B) Committee.
4. Acts as the liaison for schools and organizations that provide early years education and family literacy services within the Northern Saskatchewan Administration District (NSAD), or for organizations from outside the NSAD that wish to partner on providing education and services to the region.

5. Establishes and maintains collaborative working relationships with community stakeholders and service providers in the Tri-Community Area, which may include health organizations, family resource centres, First Nations and Metis organizations, newcomer organizations, or other possible avenues for community development.
6. Coordinates public awareness and education activities to introduce and amplify the concepts of family literacy and the role that families play in literacy.
7. Distributes information on family literacy development and promotes upcoming opportunities for education and participation, which will include the use of printed materials, social media activity, presentations and other formats.
8. Identifies and addresses family literacy needs and development opportunities within the Tri-Community Area, including the assessment of community needs and the establishment of action plans as appropriate.
9. In cooperation with the Teacher-Librarian, the Director and the Saskatchewan Literacy Network staff, develops and presents family literacy training and development opportunities for Tri-Community and NSAD partner staff on an annual basis.
10. Cooperates with other PNLS Headquarters staff to present training conferences, workshops and programs.
11. Reports on activities and maintains statistics on participant counts, including alerting the Director to any recurring challenges, problems or situations that may arise.
12. Attends weekly staff meetings, monthly staff meetings and the PNLS Annual General Meeting luncheon, and provides a written report on activities as required.
13. Other duties as may be assigned from time to time by the Director and Teacher-Librarian.

STANDARDS:

- A consistent schedule of programming delivery for Tri-Community Area partners and families is a key expectation of this role.
- Attend the monthly scheduled meetings of the Provincial Family Literacy Hub Working Group, which consists of all Saskatchewan Family Literacy Hubs, the Saskatchewan Literacy Network and the Provincial Library & Literacy Office.

- Complete the biannual reporting documents and the annual grant application process for the Saskatchewan Ministry of Education, in cooperation with the Director and the Financial Manager & Office Administrator. This will include tracking and reporting upon how the annual Ministry of Education funding for the La Ronge & Area Family Literacy Hub has been spent.
- Provide a written summary report of activities at each monthly staff meeting.
- Provide a written annual report, with statistics, to the Director by the end of January.

QUALIFICATIONS:

- A combination of a high school diploma and some post-secondary education, or a combination of education and relevant experience, is required for this position.
- A minimum of three years' relevant experience in family literacy, early childhood education, or a related discipline is preferred.
- Early Childhood Educator certification (Level I, II or III) is preferred.
- Experience in program development and delivery, particularly for young children and families, is an asset.
- Experience in grantwriting and/or reporting is an asset.
- Fluency in Cree or Dene is an asset.
- Must hold a valid driver's licence.
- A Criminal Record Check and Vulnerable Sector Check will be required for this position.

KNOWLEDGE AND ABILITIES:

- Good written and oral communication skills, with strong attention to detail.
- Knowledge of, understanding in, and experience with early literacy and family literacy concepts.
- Ability to establish and sustain cooperative, productive relationships with staff and partners.
- Ability to accommodate flexibility in hours as needed for program scheduling and delivery.

- Must possess basic computer literacy, including familiarity with computer software, social media and the Internet.
- Must have a demonstrated ability to exercise reasonable judgement and discretion, and to maintain confidentiality and professionalism.
- Must have a demonstrated ability to work both independently and as a member of a team.

RELATIONSHIPS:

- Works closely with other PNLS Headquarters staff.
- Works closely with staff in member libraries and partner organizations within the Tri-Community Area, including but not limited to the Alex Robertson Public Library, the Senator Myles Venne School Public Library and the nisto ihtāwina Early Years Family Resource Centre (KidsFirst North La Ronge).
- Works with other staff in member public libraries, member school libraries and schools within the System as needed.
- Works with staff of the Saskatchewan Literacy Network and staff within other Family Literacy Hubs across the province of Saskatchewan.
- Works with staff of preschools, prenatal service providers and KidsFirst North locations within the PNLS service area.

ACCOUNTABILITY:

- Reports directly to the Teacher-Librarian.

Created by the Personnel Committee:

19 July 2024

Reviewed by the Personnel Committee:

19 July 2024

Reviewed by the Executive Committee:

20 July 2024

Chairperson

Date