

## **COLUSA COUNTY OFFICE OF EDUCATION**

**CATEGORY: PROGRAM SUPPORT**

**CLASSIFICATION: DIRECT SUPPORT**

**CLASS TITLE: LITERACY LIAISON – INNOVATIVE APPROACHES TO LITERACY**

### **BASIC FUNCTION:**

Under the direction of the Digital Literacy Specialist, the Literacy Liaison will travel throughout the County to coordinate and conduct parent training sessions, collect program evaluation data, enroll children in the program, distribute backpacks with free books, facilitate weekly book distributions, track enrollment and book distributions, and take all other actions necessary to implement the Book Sharing Program with fidelity. The Literacy Liaison will administer a parent evaluation at the start and end of each year to evaluate increases in time spent reading at home, frequency of interactive book reading, library usage, and library registration.

### **REPRESENTATIVE DUTIES:**

Coordinate and conduct parent training sessions. **E**

Enroll children in the program. **E**

Distribute backpacks with free book. **E**

Facilitate weekly book distributions to include at pediatrician's offices and well care visit sites, track enrollment and book distributions, and take all other actions necessary to implement the Book Sharing Program with fidelity. **E**

Liaison and maintain membership with First 5 Colusa and "And Literacy for All" with the purpose of aligning and integrating our efforts with theirs to expand their role in the community. **E**

Work with First 5 Colusa and the "And Literacy for All" effort to have a presence at their community activities to help establish contact with families in need of literacy support. **E**

Provide parents trainings both individual and in 2-hour workshops in English and Spanish. **E**

Encourage all early learners to participate in the Book Sharing Program. **E**

Provide book distribution; to include pediatrician offices, clinics, and hospitals where birth and well-care visits occur. **E**

Provide training to community organizations, nurses where children receive health services, and to parents. **E**

Conduct training for nurses and doctors at child health care facilities.

Collect data on enrollment and book distribution (number of free books distributed, and number of books shared each year), and use pre- and post-program parent evaluations to determine increases in time/ frequency of book reading, library usage, etc. **E**

Perform related duties as assigned. **E**

### **KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Modern office practices, procedures and equipment  
Interpersonal skills using tact, patience and courtesy  
Operation of a computer terminal and software utilized  
Telephone techniques and etiquette  
Record-keeping and filing techniques  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Oral and written communication skills

**ABILITY TO:**

Perform a variety of routine clerical duties  
Operate a variety of assigned office equipment  
Understand and follow oral and written instructions  
Maintain records and files  
Communicate effectively both orally and in writing  
Meet schedules and timelines  
Type at an acceptable rate of speed  
Work cooperatively with others  
Respond to the public with courtesy and tact  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Bachelor's degree preferred  
Experience working with early literacy, preschool or K-3 schools, or similar job-related experience

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license  
Bilingual English/Spanish

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school work environment  
Driving a vehicle to conduct work (use of private vehicle may be required)  
May be required to work evening and weekend hours in addition to regular office hours as necessary and assigned

**PHYSICAL ABILITIES:**

Dexterity of arms, hands and fingers to operate a computer keyboard and other office equipment  
Sitting or standing for extended periods of time  
Kneeling, squatting, bending at the waist and reaching overhead, above the shoulders, horizontally and downward to retrieve and store files  
Lifting and carrying objects weighing up to 25 pounds  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read written drafts and proofread documents

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for contact with dissatisfied persons

**Employee Group:** Classified - Unrepresented

**FLSA Status:** Non-Exempt

**Salary Schedule:** 94

**Approval Date:** October 2019