



## Job Description Resource Library Specialist

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<b>Position Title:</b>	<b>Resource Library Specialist</b>
<b>Reports To:</b>	<b>Provider Education and Support Manager</b>
<b>Classification:</b>	<b>Salaried / Exempt</b>

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### **Position Summary:**

Under the supervision of the Provider Education and Support Manager, the Resource Library Specialist is responsible for the coordination and delivery of services to meet the needs of child care providers, agency staff and other professionals in the early care and education field through the Resource Library/Van and by providing trainings. At times night and weekend work may be necessary due to scheduled trainings.

### **Primary Responsibilities:**

1. Assess and maintain the Resource Library and Van materials and technology needs based on current inventory, provider requests, and staff needs
2. Create and maintain educational theme boxes and curriculum kits
3. Assist in the development and management of Resources Library and Van budget
4. Organize and maintain the Resource Library and Van ensuring a productive, inviting and comfortable environment for patrons
5. Coordinate the Mobile Resource Library Van services throughout the service area
6. Drive the Mobile Resource Library Van
7. Maintain library database of library materials and circulation
8. Maintain all program data and documentation
9. Compile and submit accurate reports in a timely manner and in compliance with contract or grant stipulations or agreements.
10. Coordinate, develop and implement trainings for child care providers that meet the needs of beginning, intermediate and advanced child care providers who work in a variety of child care settings
11. Provide technical assistance, model teaching and/or consultation to child care providers
12. Ensure that library resource materials reflect current issues and trends in early care education and that materials are available in a variety of formats to meet the diverse needs of child care programs and adult learning styles
13. Participate actively in early childhood professional organizations
14. Adhere to IACET's Continuing Education and Training standards for all trainings
15. Assist at fundraising and training events when needed
16. Provide quality customer service to all internal and external customers of the agency



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17. Follow agency procedures to assure reporting of suspected child abuse and/or neglect
18. Follow agency procedures in reporting any suspected licensing deficiencies observed at child care programs
19. Participate in the attainment and retention of CCAA Quality Assurance Accreditation
20. React productively to change and handle all other work-related responsibilities as assigned

### **Qualifications:**

1. Bachelor's degree in Library Science, Child Development, (Family and Consumer Sciences, Human Environmental Sciences, Human Development and Family Sciences), Early Childhood Education or Elementary Education (with 30 credits in Child Development or Early Childhood),
2. Minimum: three years' experience working in early care and education directly with children and families
3. Prefer: experience with children ages birth through age 13 including children with special needs, families and adult learners
4. Knowledge of national accreditation
5. Knowledge of professional development needs of child care providers including Child Development Associate credential
6. Knowledge of training techniques for adult learners and the different types of child care programs and the staff who work in them
7. Excellent interpersonal communication and organizational skills
8. Working knowledge of Alabama Child Care Licensing Requirements
9. Proficient in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint, Outlook, Access)
10. Motor vehicle report (MVR) must be acceptable according to the guidelines of Childcare Resources' current insurance carrier
11. Driver's license and regular access to vehicle covered by liability insurance with limits of \$100,000/\$300,000