



City of Rochester (NY)
Early Learning Specialist

SALARY	\$46,320.00 - \$59,495.00 Annually	LOCATION	Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	24DM735PLA26
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	07/01/2024	CLOSING DATE	7/15/2024 11:59 PM Eastern

General Description

The employee in this position serves as the regional coordinator and is responsible for coordinating and implementing the Raising A Reader (RAR) book bag program. This position provides ongoing support, planning and coaching to childcare providers and childcare center teachers to enhance the quality of early care and education programs. The Early Learning Specialist works under the general supervision of the Children's Services Consultant. Related work is performed as required.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

Typical Work Activities

- Oversees child Raising A Reader weekly book bag rotation at childcare centers, family care homes, elementary schools, and R-Centers;
- Plans and coordinates monthly parent/caregiver skill building events;
- Coordinate parent kick-off orientations;
- Provides ongoing support to childcare providers, including site visits for weekly story times;
- Orders and distributes program materials to childcare providers;
- Manages an inventory system of Raising A Reader materials, including training materials and classroom kits;
- Coordinates program evaluation;
- Conduct annual kick-off and refresher orientations for childcare providers.

Minimum Qualifications

High school diploma or G.E.D., **PLUS**

:A. Bachelor's Degree in Early Childhood Education **AND** two (2) years of experience working in a childcare setting **OR**

B. Associate's Degree in Early Childhood Education **AND** four (4) years of experience working in a childcare setting

Agency

City of Rochester (NY)

Address

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Phone

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Website

<http://www.cityofrochester.gov>