



City of Rochester (NY)

Early Learning Specialist/Bilingual

SALARY	\$47,710.00 - \$61,280.00 Annually	LOCATION	Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	25FY0345PLA24
DEPARTMENT	Rochester Public Library	BUREAU	Community Library
OPENING DATE	08/26/2025	CLOSING DATE	9/9/2025 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 position requires fluency in English and Spanish to communicate with diverse communities and support bilingual programming effectively.

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.

LOCATION:

Lincoln Branch

Hours: Monday thru Friday, 10:00am - 6:00pm, one Saturday per month.

Typical Work Activities

- Oversees the weekly Raising A Reader weekly book bag rotation at childcare centers, family care homes, and elementary schools;
- Plans and coordinates monthly parent/caregiver skill-building events and orientations, ensuring bilingual materials and communication;
- Provides ongoing support, coaching, and training to childcare providers in English and Spanish;
- Orders, distributes, and manages an inventory of program materials to childcare providers, ensuring that bilingual resources are available;

- Coordinates program evaluations and makes them accessible for all participants in English and Spanish;
- Conducts annual kick-off and refresher orientations for childcare providers, offering bilingual sessions.

Minimum Qualifications

High school diploma or Equivalent **PLUS**;

1. Bachelor's Degree **AND** two (2) years of experience working in a childcare, library, or classroom setting. **OR**
2. Associate's Degree **AND** four (4) years of experience working in a childcare, library, or classroom setting. **OR**
3. Six (6) years of experience working in a childcare, library, or classroom setting.

SPECIAL REQUIREMENTS:

N.Y.S. Class D Motor Vehicle Operator's License at the time of appointment and throughout employment.

Motor vehicle available for daily use at the time of appointment and throughout employment.

Employer

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>