

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Early Childhood Outreach Educator

EXEMPTION STATUS: Non-Exempt

PAY GRADE: 116

JOB CATEGORY: Professional

BARGAINING UNIT: Non-Supervisor

GENERAL SUMMARY:

Under the general supervision of the Outreach Services Manager, the Early Childhood Outreach Educator is responsible for developing, implementing, facilitating, and coordinating professional development workshops for Library District partners and delivering programming to preschool children and families of young children.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Develops new, or adapts existing early childhood educational workshops for delivery to childcare providers, teachers, and various community partners involved in early childhood education, using instructional materials such as workbooks, skill building and role-playing exercises, case studies, handouts, and other materials on relevant early childhood education topics. Includes Nevada Pre-K standards, social-emotional competencies, and developmentally appropriate best practices (DAP).
2. Assesses early childhood education skill set, trends, customer interests, and needs within the community, then plans, designs, develops, and facilitates educational programs for children ages 0-5, and their families, that is socially, developmentally, and culturally relevant.
3. Promotes the Library District at community events and meetings by offering language rich youth programs, play, and learn educational opportunities. Incorporates interactive, interest-based, hands on learning experiences using virtual devices, e-books, and database demonstrations.
4. Assists and instructs customers in the use of library resources such as e-media, database, making computer reservations, accessing online library accounts, searching the library catalog, requesting materials from other libraries, using mobile devices, wireless connections, printing, software, and various applications.
5. Creates and delivers public speaking presentations to small and large groups to promote Library District materials, programs, and resources at a variety of community events.
6. Interacts with internal and external customers to answer general library services inquiries about District wide programs and services.

7. Creates and maintains relationships to actively engage and develop strategic programming initiatives between the Library District and the early childhood education community, including, but not limited to: public schools, charter schools, community organizations, business, and government and non-profit public service agencies.
8. Updates content on the Library District website for upcoming Outreach Services programs.
9. Plans, prepares, and executes community events promoting the Library District resources to children ages 0-5 and their families.
10. Performs other duties as assigned.

CORE COMPETENCIES

- Training and Professional Development instructional methods
- Public Service Ethics
- Managerial Planning, Organizing, Directing, Staffing, Reporting, Coordinating & Budgeting
- Customer Service
- MS Word & Excel (Basic)

KNOWLEDGE, SKILLS, AND ABILITIES:

• EDUCATION:

Required: Bachelor's degree from an accredited college or university in Early Childhood Education or closely related field.

Preferred: NA

• EXPERIENCE:

Preferred: One (1) year of training and professional development experience on early childhood related topics.

Preferred: NA

• LICENSE AND CERTIFICATION:

Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Preferred: Nevada Registry Training Credential

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office setting with frequent local travel required. Ability to lift up to 20 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic

devices. Although work is primarily performed in an office setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to develop and deliver instructional materials.
- Ability to communicate effectively in both oral and written form.
- Ability to schedule and coordinate multiple projects.
- Ability to establish, and maintain effective working relationships with all internal and external customers, community partners, and vendors.

DEVELOPED: August 26, 2022