

The Milwaukee Public Library seeks to contract services for the following year-round position:

Early Care and Education Literacy Coach

The early literacy consultant will conduct hour long sessions in licensed child care classrooms of children ages birth-4 years old in the city of Milwaukee for 4 month periods on a year-round basis. Most sessions are in infant and toddler rooms and take place 2 mornings per week.

At these weekly sessions, the consultant will coach child care teachers about the social-emotional, early literacy, and brain development in children. The consultant will educate child care teachers on developmental monitoring through the use of individualized child development checklists, and coach them in using quality learning environment rating scales. The consultant will use research-based information and a framework built on Milwaukee Public Library's Five Practices of Early Literacy, highlighting the importance of a child care provider talking (including sign language), singing, reading, playing, and writing, (or offering fine motor activities that lead to writing readiness).

In addition, the Early Literacy Consultant will:

- Work within the curriculum designed by MPL staff to deliver the early literacy service.
- Select, check-out, deliver and return library books as part of each center's visits.
- Award continuing education hours as approved by the Wisconsin Registry.
- Create free giveaways for each classroom (with funds from MPL) and create a resource binder of research information and enriching ideas.
- Distribute free books, toys and hand-made items to the classrooms as designated.
- Maintain accurate records from each classroom session (ie, teacher and child attendance, book distribution, etc).
- Monitor the library cards of each site and work with library staff to provide a resolution if needed.
- Submit data to MPL staff monthly
- Attend 2 hour monthly staff meetings at the Central Library.
- Photocopy and laminate materials, and pick up books, service bins, etc. from Central Library.
- Gather and submit other information as needed by MPL.
- Other duties as assigned.

Qualifications

Education:

BA or BS degree in Early Childhood Education
Degrees in Elementary Education will be considered

Professional Experience:

5+ years' experience working in the early childhood education setting, with a proven track record of increasing level of responsibility
Professional mentor, professional coach, or technical assistant in the field of education
Demonstrated understanding of differentiated instruction concepts for adults
Experience working in the city of Milwaukee or other urban setting
Previous experience with community outreach desired
Previous library experience a plus

Skills:

Effective verbal and written communication skills

Familiarity of baby signing a plus
Adaptability in delivery of adult coaching plans in response to changing classroom environment
High level of organization and ability to meet deadlines
Ability to work independently and professionally with a diverse group of people
Advanced level in Microsoft Word, including formatting; Basic level in Microsoft Excel
Advanced proficiency using Google Drive

Physical Demands:

Frequent kneeling, crouching, squatting, and sitting without back support
Frequent lifting of objects at least 10 pounds, and sometimes up to 35 pounds
Inside work environment in library and community agencies, sometimes with sudden temperature changes and improper illumination
Outside work environment while loading/ unloading vehicle

Miscellaneous requirements:

Day time availability
Valid driver's license
Reliable vehicle
Auto insurance
Access to a computer or laptop with internet capability

Compensation is hourly based and approximately 20 hours per week, starting at \$20.00 per hour, for 50 weeks per year. The library contracts the Early Literacy Consultant through a local employment agency. This is not a city of Milwaukee position.

Submit resume, with cover letter and three references of past or present supervisors to MPLEarlyLiteracy@milwaukee.gov . The position will remain OPEN until filled.