

**TOWN OF CARLETON PLACE**

**JOB DESCRIPTION**

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| **DEPARTMENT:** | Library |
| **DIVISION:** | N/A |
| **JOB TITLE:** | Literacy Tutor |
| **EMPLOYEE GROUP:** | Non-Union |
| **PAY GRID:** | 3 |
| **SUPERVISOR:** | Children’s Librarian/Assistant Librarian |
| **REVISION DATE:** | March 2022 |

**POSITION SUMMARY:**

Responsible for providing literacy tutoring for children ages 3-8.

**DUTIES AND RESPONSIBILITIES:**

1. Provides tutoring in basic literacy skills for students over the summer.
2. Attends training sessions to develop tutoring skills.
3. Creates program decorations.
4. Develops program by creating course materials.
5. Evaluates program participants at beginning and end of each session.
6. Promotes the Literacy Tutor program and the library at community events.
7. Understands and explains guidelines of Summer Reading Club to participants.
8. Gives parents guidance to help them develop their child’s literacy skills.
9. Creates a report at the end of the summer detailing the activities of the summer and providing feedback on how the program may be improved.

The above generally describes the duties involved with the position. However, municipal work is varied in nature and employees will be required to perform duties in addition to the above from time to time as directed by the Library CEO or designate.

**POSITION REQUIREMENTS**

**EDUCATIONAL REQUIREMENTS:**

1. High school diploma.
2. Coursework in education.
3. Current First Aid/CPR Certificate.

**EXPERIENCE:**

1. Experience working with young children, preferably in a literacy-related role.
2. Knowledge of literacy training and techniques.

**SKILLS AND ABILITIES:**

1. Computer skills including word processing.
2. Ability to create attractive and creative program displays.
3. Ability to communicate effectively with children, parents, and library staff.
4. Must provide a current Vulnerable Sector Check and Criminal Reference Check (dated within 6 months.

**WORKING CONDITIONS:**

The Literacy Tutor may be scheduled some evenings and Saturdays and may have to work odd or long hours at a time to complete special requests or projects and/or coordinate evening and off-hour activities. As these scenarios present themselves, the

working schedule may be adjusted.

**PHYSICAL DEMANDS:**

The responsibilities will include physical demands such as lifting and carrying books and supplies for activities, events and external visits, and supervising active children. The Literacy Tutor will be expected to participate, instruct or train others in various Library programs.

**ENVIRONMENTAL DEMANDS:**

The Literacy Tutor will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of the public and of staff. The environment may be busy, noisy and the Literacy Tutor may be required to respond to emergency/stressful situations. The Literacy Tutor may be expected to provide some tutoring sessions outdoors, weather permitting.

**SENSORY DEMANDS:**

The sensory demands will include the use of a computer, which may cause eyestrain and occasional headaches.

**MENTAL DEMANDS:**

The Literacy Tutor may have to manage a number of requests and tasks at one time and must be prepared to deal with deadlines and unplanned interruptions that are a result of external customers, etc. Organization, time and stress management skills will be needed to complete required tasks. The Literacy Tutor will be required to think creatively and may be required to change techniques mid-lesson if the teaching methods they are employing are not effective for the pupil.

**SAFETY:**

The Town of Carleton Place believes that all accidents can be prevented. While performing the above duties, employees shall make safety an integral part of every task and job. Employees shall be familiar with the Town’s Safety Policy and understand their:

➣ Right to Participate;

➣ Right to Know;

➣ Right to Refuse Unsafe Work; and

➣ Right to Stop Dangerous Work.

All employees must follow the Town’s Health and Safety Policy and comply with the Occupational Health and Safety Act.

**WORKING RELATIONSHIPS:**

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| **INTERNAL** | CAO, Department Heads, Support Staff, Members of Council. |
| **EXTERNAL** | General public, community organizations, non-profit organizations, vendors, |

**APPROVED:**

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