

<p><i>Code: 6103</i> <i>Title: LIBRARY PROGRAM INSTRUCTOR</i></p>

SUMMARY: Conducts instructional activities in the Library and organizes and develops informational and educational programs for the customers.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Work assignments can be expected to fall within one of the following three functional areas:

Computer Monitor:

- Assists customers in signing up for computer access at the Library;
- Provides basic computer operation instructions for customers unfamiliar with computers including but not limited to sign-on, available program familiarization and access, file storing and printing.

Computer Instructor:

- Provides instruction to Library customers in a specialized area using curriculum developed by staff;
- Plans instructional activities and schedules sessions;
- Obtains and evaluates participant feedback regarding the effectiveness of the instructional process and the success of program activities;
- Prepares brochures, advertisements, flyers and informational materials related to programs and activities.

Homework Tutor:

- Provides instruction and subject matter advice to Library customers of various age groups and academic levels with schoolwork and assignments;
- Instruct customers on age-appropriate research techniques and skills to aid customers in furthering their academic abilities.

KNOWLEDGE & SKILLS:

Knowledge of:

- the facilities, materials and equipment available for the activities;
- the social aspect of library community service;
- educational teaching techniques appropriate for the age or level of the customers assigned.

Skill in:

- teaching and communicating effectively, both orally and in writing;
- establishing and maintaining rapport and effective communication with program participants of diverse backgrounds, age levels, and skills;
- planning, organizing, and evaluating instructional activities to accomplish program goals;
- creatively manipulating materials to stimulate participant interest.

MINIMUM QUALIFICATIONS:

Computer Monitor: A High School Diploma or equivalent.

Computer Instructor: A Bachelor's degree from an accredited college or university in any discipline considered suitable by the Appointing Authority at the time of recruitment.

Homework Tutor:

EITHER:

(1) A Bachelor's or Master's degree from an accredited college or university in any discipline considered suitable by the Appointing Authority.

OR:

(2) Current enrollment in an accredited college or university. Current transcripts required at time of

application.

OTHER REQUIREMENTS:

Prior Experience: Some positions may require six (6) months previous teaching or tutoring experience as determined by the Appointing Authority at the time of recruitment.

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

Special Notice Items: Some positions may require bi-lingual abilities, in English and a second-language, as determined by the Appointing Authority at the time of recruitment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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