

Code: 6103

Title: LIBRARY PROGRAM INSTRUCTOR

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.)

Provides assistance to Library customers in accessing computers, plans and implements instructional activities to encourage customer computer literacy, and works to build strong relationships with customers;

Provides tutoring support and works to build strong relationships with diverse Library customers of any age who want to strengthen their reading skills, want help with their homework, or want to enhance their career readiness including GED preparation and the use of electronic resources;

Develops and implements digital learning programming for middle and/or high school aged youth, with a focus on self-directed, interest driven learning and building strong relationships with youth;

Coordinates programming, long-term projects, and/or workshops in a variety of formats including structured classes, drop-in learning labs, and one-on-one mentoring in collaboration with community partners.

KNOWLEDGE & SKILLS:

Knowledge of:

- facilities, materials and equipment available for the activities;
- social aspect of library community service;
- educational teaching techniques appropriate for the age or level of the customers assigned;
- computer technology and current trends related to its use with diverse, multi-age customers.

Skill in:

- tutoring or teaching students of diverse backgrounds, ages and skill levels;
- teaching and communicating effectively, both orally and in writing;
- planning, organizing, and evaluating instructional activities to accomplish program goals;
- utilizing differentiated instructions to students of varied levels working on different topics;
- applying basic teaching principles and the ability to creatively adapt teaching methods to meet students' needs and interests.

MINIMUM QUALIFICATIONS:

EITHER:

(1) An Associate's degree or equivalent coursework from an accredited institution in any discipline considered suitable by the appointing authority.

OR:

(2) A Bachelor's degree from an accredited college or university in any discipline considered suitable by the appointing authority.

OR:

(3) A Graduate degree from an accredited college or university in any discipline considered suitable by the appointing authority.

OTHER REQUIREMENTS:

Prior Experience: Some positions may require six months of previous teaching or tutoring experience

as determined by the appointing authority at the time of recruitment.

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

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

Pima County

Revised 5/29/14(lsg)
Updated 1/7/14(lsg)