



Revised 07/2021

JOB TITLE		DEPARTMENT	JOB LEVEL
School Services Coordinator		Kids'	VII
CLASSIFICATION	REPORTS TO	SUPERVISES	
Non-Exempt	Head and Assistant Head of Kid's Department	n/a	

JOB PURPOSE: To provide professional-level reference and reader's advisory service to children, from birth through 8th graders, and their caregivers. Serves as the Library liaison with elementary schools.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Head of the Kids' Library. May assume minor supervisory responsibilities.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Serves as liaison and primary contact to staff at Elmhurst schools.
- Develops and coordinates services (classroom visits and collections, teacher orientation, teacher requests, etc.) for staff and students in grades K-5 at Elmhurst schools.
- Instructs patrons, students, and school staff in the use of technology and the Library's electronic resources, including online databases, eBooks, library catalog and website, and other media.
- Prepares bibliographies with an emphasis on curriculum support.
- Prepares and presents book talks. Regularly includes culturally diverse materials, where possible, by members of traditionally underrepresented racial, ethnic, and other marginalized groups.
- Works with school-related community organizations and attends appropriate meetings to exchange information.
- Coordinates with support staff in selected areas such as responding to requests from teachers and other school personnel.
- Maintains current awareness of trends and issues in education and shares information with staff and patrons as appropriate.
- Plans and presents programs for children in grades K-5, as well as storytimes as assigned.
- Provides advanced reference and readers' advisory service to the public at the Help Desk.
- Provides collection maintenance in assigned areas.

- Contributes to the improvement and implementation of services in response to the needs of the community.
- Provides leadership on team projects.
- Assists the Department Head in long-range planning.
- May act as person in charge of the building in the absence of higher-level staff.

Performs other duties as assigned. Maintains an atmosphere conducive to patron and staff safety and comfort in the department.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of public library services and materials, with a focus on children from birth to 8th grade. An advanced understanding of technology applications in libraries, including reference databases. Ability to work well with young people, adults and staff. Good verbal and written communication skills. Commitment to public service. Ability to relate well to the public and to represent the library effectively to community groups. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Ability to operate technology, including computers; ability to read, write and communicate effectively.

QUALIFICATIONS FOR APPOINTMENT: Bachelor's Degree, in education or a related field, or equivalent experience. At least one year experience working with children in a library or educationally related environment. Commitment to work evenings and weekends.

The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.