

Launching Phenomenal Learners Coordinator

Main Library

Full-Time 38 Hours

Grade E

**Basic Function:**  
  
Serves as a key member of the Library’s Launching Phenomenal Learners program and under minimal supervision, oversees the operations of the Launching Phenomenal Learners Homework Centers including coordinating tutors, and assisting individuals or groups of students with homework activities. This is a grant-funded position and will last through August, 2024  
  
**Characteristic Duties and Responsibilities:**

* Directs activities of the Launching Phenomenal Learners Homework Centers by collaborating with tutors to determine student needs and appropriate activities.
* Researches and implements best practices and new services to ensure success of the Launching Phenomenal Learners Homework Centers.
* Supports the education and enrichment of the students by, creating, organizing and implementing supplementary materials and evidence-based curriculum for student use.
* Coaches and trains tutors with varying educational backgrounds and aptitudes.
* Helps tutors foster relationships with challenging students.
* Communicates on a regular basis with parents, guardians and educators of youth attending Launching Phenomenal Learners Homework Centers.
* Assess student academic progress and effectively use data to inform instruction.
* Collaborates with tutors, local educators, and library staff to support individualized needs of students.
* Establishes and maintains effective working relationships with various schools throughout Lorain to promote Launching Phenomenal Learners Homework Centers and ensure student success.
* Complies with Lorain Public Library System’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
* Performs other related duties as assigned.

**Knowledge, Skills and Abilities**:   
  
Excellent customer service skills required. Knowledge of Ohio’s Learning Standards. Excellent organizational, problem solving and analytical skills.  An ability to assess and meet student and community needs. Must be team-focused, flexible, and willing to provide service to all ages. Must be empathetic and diversity focused. Must be inquisitive and eager to learn new things. Comfort and experience leading projects from inception to completion. Excellent time management skills a must.   
  
**Education, Training and Experience:**  
  
Requires a bachelor's degree in Education, valid Ohio teaching credentials and up to one year of related experience working with children in grades kindergarten through 12th in an educational setting, or equivalent combination of experience and training which provides the required knowledge, skills and abilities.   
  
**Supervisor:**  Launching Phenomenal Learners Manager   
  
**Other:**  Full-time, 38 hrs. per week. Will work evenings. This is a grant funded position and will last through August, 2024. The Lorain Public Library System has six locations and an Outreach Department, which serve a diverse population of over 135,000.    
   
**Closing Date for Applications**: Open until filled.