



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Program Aide	Supervisor:	Program Coordinator
Location:	Family Literacy (Smith School)	Classification:	Part-Time/Non-Exempt
Department:	Family Literacy Program	Hours:	23 hours per week
Schedule:	Monday – Thursday 5.75 hours per day		

COVID-19 vaccination is required. At York County Libraries, the health and safety of our employees are important to us. Therefore, new hires must be fully vaccinated against COVID-19 by date of hire. Individuals requiring a medical or religious accommodation may contact Human Resources.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent care and service to a diverse population. This position requires someone who has strong communication skills and is attentive to the needs of the students, families, and the program itself. It is important that the candidate be dependable and maintains a positive attitude.

EDUCATION & EXPERIENCE REQUIREMENTS

- High School Diploma
- Experience with computers including Microsoft Office
- PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

DUTIES AND RESPONSIBILITIES

- Perform general secretarial duties such as: typing letters, answering phones, utilizing office equipment, and all other duties as assigned by the Program Coordinator or his/her designee.
- Assist in PACT as assigned by the Program Coordinator or his/her designee.
- Provide coverage as needed in both the Early Childhood and Adult Education classes as assigned by the Program Coordinator or his/her designee.
- Assist with intakes and testing as assigned by the Program Coordinator or his/her designee.
- Assist in keeping the facility clean, neat, orderly, and safe for families, and insure that necessary supplies are available.
- During PACT and other program activities provide proactive assistance to parents, especially those who have more than one child in the program.
- Attend staff meetings and special training required by the program and/or as assigned by the Program Coordinator.
- Participate in regular meetings with the Professional Learning Community (PLC).
- Report to Program Coordinator any special needs or problems of individual students.
- Immediately report to Program Coordinator any suspected domestic violence, child abuse or neglect.
- Interact positively with parents and facilitate positive parent/child interaction. Conduct yourself as an appropriate role model for parents by demonstrating positive attention to children at all times.
- Assist with community activities and program projects as appropriate and/or as assigned.
- Respect the rights of families in the program and maintain their confidentiality
- Keep accurate, detailed, computerized attendance logs.
- Complete all required federal, state, and program paperwork on time.
- Regularly enter family data into the e-data system. Run monthly e-data reports for the Coordinator.
- Complete weekly attendance on all families and enter into e-data promptly.
- Maintain all student information in confidential, locked files.
- Ensure all assessments, attendance, and family data is properly and accurately entered into the computer in a timely manner.

ADDITIONAL INFORMATION

If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

- Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
