

Position Title: Community Learning & Assessment Coordinator **P108 -19**
Dept/Branch: Public Services
Reports to: Director of Public Services
Position Supervises: May direct staff or students for short periods for specific projects

I. POSITION SUMMARY.

Under the general direction of the Director of Public Services the incumbent provides system support for development of outcome-based programming and evaluation.

The incumbent acts as a system resource for the development of programming with a focus on learning outcomes. This position will also develop methodologies for assessing the successes and impacts of those programs. This will include researching key literacy and educational needs, evaluating adult literacy and youth programs, making recommendations about best program design, and designing qualitative performance measures to evaluate library programming.

II. ACCOUNTABILITIES

1. PROGRAMMING AND PUBLIC SERVICE

The incumbent will be responsible for supporting the design, development, evaluation, and sustainability of programs in our system. This will include:

Guiding staff in designing programs that directly relate to their community's wants, needs and interest.

Developing sharing methods to leverage successful programs to branches throughout our system thereby reducing duplication of effort.

Training staff on effective program design, delivery, and evaluation.

Developing system wide programs (all ages) that can be delivered by front line staff in the areas that support STEAM, curriculum-based programs, technology programs, and adult learning.

Coordinating new system wide programming initiatives particularly those related to technology and adult learning.

2. ASSESSMENT

The incumbent is responsible for developing and implementing effective qualitative measurement. This will include:

Defining shared learning outcomes for our library system.

Guiding staff in determining local community needs and interests.

Creating a system wide evaluation plan that measures the effectiveness of our programs at meeting defined outcomes.

Consolidating the qualitative data and reporting on the impact and importance of library programming in our communities.

III. LEADERSHIP AND SUPERVISION

The incumbent leads the development of qualitative and outcome-based assessment in the ORL. They act in an advisory role to all public services staff who delivery library programming. They work collaboratively with other team members providing advice and assistance in the development of public and staff training programs.

The incumbent will train staff in the areas of outcome-based programming and evaluation.

The incumbent will lead teams or committees as deemed necessary.

The incumbent will serve an advisory role to the senior management team providing assessment data to help guide key strategic directions.

The incumbent will lead projects which may involve:

- directly supervising post secondary or graduate students on cooperative or work experience placements
- indirectly supervising front line staff.

Other duties of similar or lesser complexity and scope may be assigned.

IV. WORKING CONDITIONS

Has contact with staff, local school officials, and community groups throughout our region. Travel is required.

V. JOB SPECIFICATION

a. EDUCATION

Bachelor's degree with post graduate degree or diploma in education and /or a master's degree in Library Science.

b. RELATED EXPERIENCE.

At least one-year experience is required in designing and delivering programs for individuals and groups from varied experiential and educational backgrounds.

Familiarity with the BC school curriculum.

Experience with assessment, research, and evaluation is required.

c. OTHER REQUIREMENTS

1. Background in curriculum development is desirable.
2. Holds self accountable; takes ownership for personal behaviour, demonstrates transparency in activities and relationships.
3. Demonstrated ability to learn, adapt, and work effectively in a collegial team environment.
4. Ability to recognize, respect, and work effectively with individuals and groups with diverse perspectives and backgrounds.
5. Maintains a broad organizational perspective.
6. Excellent written and oral communication skills.
7. Recognizes current and emerging needs of community members including non-library users.
8. Valid driver's licence required.

Drafted by:

Carla Phillips, Director of HR

Date:

Approved by:

Don Nettleton, Chief Executive Officer

Date:

INPUT PROVIDED BY:

Name	Position	Location
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