

JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT (LVCCLD)

JOB TITLE: Literacy Instructional Supervisor

EXEMPTION STATUS: Exempt

PAY GRADE: PERS 118

JOB CATEGORY: Professionals

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under general supervision, the Literacy Instructional Coordinator is responsible for the supervision of Literacy Services classroom instruction. Ensuring high quality instructional strategies are implemented in accordance with requirements from the Adult Education Family Literacy Act Grant and the Nevada Office of Adult Education. Plans and coordinates training for Literacy Instructors to ensure positive student outcomes and performance on approved assessments. May require travel between District Branches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Maintains staff by recruiting, selecting, orienting, and training employees and developing professional growth opportunities. Accomplishes staff job results by coaching, counseling and evaluating job results.
2. Develops orientation and professional development for instructors using research-driven and evidence-based instructional strategies.
3. Performs classroom observation of instructors and offers feedback for continued professional development and competence assessment. Assists instructors in program planning and student evaluation activities.
4. Serves as a liaison between the students, instructor and class site, to ensure access to educational resources needed.
5. Oversees student attendance, reviews class attendance in LACES, contacts students to address attendance issues/concerns, and maintains a high level of communication with other staff and instructors to ensure high student retention.
6. Provides review of students' learning gains/posttest outcomes and makes recommendations for class placement, additional services needed, and referrals to outside resources.
7. Provides orientation for literacy volunteers on characteristics of an adult learner, effective tutoring techniques and instructional strategies as well as an overview of competencies assessed by regularly administered assessments required for measuring learning gains of participants.

8. Performs duties of Assessment Administrator/Proctor for regularly administered assessments utilized by the Adult Learning Program.
9. Provides instruction/workshops to literacy students in a one-on-one and/or small group setting.
10. Researches, reviews, and recommends educational materials, curriculum and resources to literacy students and tutors.
11. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel (Basic)
- Knowledge of Adult Learning methods
- Ability to teach and advise diverse, multi-skill level learners

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:** Bachelor's degree in Education or related field required.

Master's degree in Education, School Counseling, Human Services or related field preferred.

- **EXPERIENCE:** Two (2) years' teaching experience required.

Two (2) years' teaching experience in an Adult Learner environment preferred.

- **LICENSE AND CERTIFICATION:** None

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office/classroom setting with frequent local travel required. Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as books, files, laptops or electronic devices. Although work is primarily performed in an office/classroom setting, a limited amount of bending, lifting, walking or standing is often necessary to carry out job duties.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of adult learner and alternative educational methods and have the ability to apply these methods for adult, at-risk teens and multi-cultural students.
- Knowledge of current trends and developments in the field of career and workforce development, especially pertaining to local high demand career fields.
- Knowledge workplace/career assessments and testing.
- Ability to communicate effectively in both oral and in written formats.
- Ability to manage time effectively and meet established deadlines.

- Ability to develop, foster and maintain positive interpersonal relationships.

DEVELOPED: March 2, 2022