

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

JOB TITLE: Literacy Transition Supervisor

EXEMPTION STATUS: Exempt

PAY GRADE: PERS 118

JOB CATEGORY: Professional

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under general supervision, the Literacy Transition Coordinator will provide adult education students with instruction, advisement, training, coaching and guidance on opportunities to access training, postsecondary admissions and employment in support of the Workforce Innovation Opportunity Act (WIOA) Title II funded grant performance outcomes. Maintains appropriate records and reporting to comply with WIOA requirements. May require travel between Library District Branches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provides ongoing supervision and guidance to transitioning adult students regarding their educational attainment needs and career-related aspirations. Coordinates a continuum of services from adult education to training/postsecondary education to the workforce.
2. Coordinates and guides clients/students through the enrollment and completion of High School Equivalency (HSE), High School Diploma (COHS) as well as aptitude, personality, and workplace assessments.
3. 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.
4. Researches, develops and instructs adult Career Development workshops for adult education students.
5. Creates and implements individual career plans to eliminate barriers and provide access to training/postsecondary education and employment.
6. Assists adult education students with identifying barriers to training and employment, connects students to resources and services provided by mandated Workforce Innovation Opportunity Act (WIOA) partners.
7. Establishes and maintains relationships/partnerships with community agencies and resources providing training, supportive services, and employment opportunities.
8. Provides review of students' learning gains/posttest outcomes and makes recommendations for class placement, additional services needed, and referrals to outside resources.

9. Performs duties of Assessment Administrator/Proctor for regularly administered assessments utilized by the Adult Learning Program.
10. Maintains and updates records and compiles statistical reports on performance, and monitors progress and effectiveness of students and tutors.
11. Participates in the recruitment and hiring of contracted instructors/volunteer tutors for HSE preparation and career development.
12. 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' experience in career guidance and advisement required.
Two (2) years' equivalent in career guidance and advisement in a post-secondary education setting 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 17, 2022