

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

JOB TITLE: Literacy Transition Supervisor

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professional

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under general supervision, the Literacy Transition Supervisor 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 and Opportunity Act (WIOA) Title II funded grant performance outcomes. Maintains appropriate records and reporting to comply with WIOA requirements. Fosters and maintains a diverse, equitable, inclusive and accessible work environment. May require travel between Library District Branches.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Provides direct guidance to customers and supervises staff in the delivery of continuum services for Adult Learning Program students. Services include higher education, training, and/or workforce development opportunities.
2. Coordinates and guides customers through the enrollment and completion of earning a high school diploma, High School Equivalency (HSE), or General Education Development (GED), and aptitude, personality, and workplace assessments.
3. Establishes and maintains relationships with partners and agencies to provide resources, including training and employment opportunities.
4. Researches, develops and instructs adult career development workshops and classes for adult education students and instructors.
5. Maintains staff by selecting, orienting, training employees, and developing professional growth opportunities. Accomplishes staff job results by coaching, counseling, and evaluating job results.
6. Selects, orients, trains, coaches, supervises, and develops professional growth opportunities for staff. Sets staff expectations and evaluates job performance measurements.
7. Connects adult education students to resources and services provided by partners mandated in Workforce Innovation and Opportunity Act (WIOA).
8. Performs duties of an Assessment Administrator/Proctor for regularly administered adult student assessments, including High School Equivalency examinations. Provides review of students' learning gains, post-test outcomes, and makes recommendations for adult student class placement, additional services needed, and referrals to outside resources.

9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel
- Managerial planning, organizing, directing, staffing, reporting, coordinating, and budgeting

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

• **EDUCATION:**

Required: Bachelor's degree in Education or related field.

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

• **EXPERIENCE:**

Required: Two (2) years' experience in career guidance and advisement.

Preferred: Two (2) years' experience with adult students and adult literacy in a post-secondary education setting.

- **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 the ability to apply these methods for adult students of varying educational levels from differing cultural backgrounds.
- Knowledge of current trends and developments in the field of career and workforce development, especially pertaining to local high demand career fields.
- Knowledge of workplace/career assessments and testing.
- Knowledge of Adult Learning methods and techniques.
- 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 work relationships.

- Ability to teach and advise diverse, multi-skill level adult learners.

DEVELOPED: March 17, 2022

REVISED: November 7, 2023