

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

JOB TITLE: Lead Adult Learning Instructor

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professional

BARGAINING UNIT: Non-Supervisor Unit

GENERAL SUMMARY:

Under general supervision of the Regional Adult Learning Supervisor, the Lead Adult Learning Instructor is primarily responsible for developing instructors and supporting day-to-day Adult Learning Program services. The Lead Adult Learning Instructor serves as a subject matter expert for Adult Learning Instructors. The position also provides instruction to beginning, intermediate, and advanced-level English Language Learning students. Other instruction includes but is not limited to Adult Basic Education, math proficiency, high school equivalency (HSE), and general education development (GED). The Lead Adult Learning Instructor also refers students to the following programs: high school diploma, career readiness certificate, integrated education and training (IET), workplace literacy, or citizenship. Responsible for lesson planning and using curriculum geared toward the adult learner in a classroom setting. Maintains appropriate records and administers tests to determine student progress. May require local travel. This is a grant funded position and is subject to the ongoing availability of grant funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supports Adult Learning Instructors as a subject matter expert for day-to-day operations of Adult Learning Program services. Creates professional development opportunities for staff using research-driven and evidence-based instructional strategies. Develops newly hired Literacy Instructors and orients them to department operations.
2. Provides instruction and workshops to literacy students.
3. Researches, reviews, and recommends educational materials, curriculum, and resources to literacy instructors, students, and tutors.
4. Provides review of students' learning gains and post-test outcomes. Makes recommendations for student placement, additional services needed, and referrals to outside resources.
5. Plans lessons and curriculum based on College and Career Readiness Standards (CCRS). Evaluates the learning needs of beginning, intermediate, and advanced level students. Engages students to reach retention goals. Prepares students to demonstrate measurable skill gains.
6. Delivers instruction using virtual, in-person, or hybrid delivery models. Instruction is delivered at Library District locations and/or Library District partner locations.
7. Completes and maintains appropriate student attendance records.
8. Proctors tests for adult students.
9. Shares best practices recognized in the adult learning classroom environment. Supports Literacy Instructor career growth through counseling and leading professional development.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Office Suite
- Adult Learning methods and techniques

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- **EDUCATION:**

Required: Bachelor's degree in Education or related field

Preferred: Master's degree in Education, English, or related field

- **EXPERIENCE:**

Required: Three (3) years' of professional teaching experience with at least one (1) year teaching adult students required.

Preferred: Two (2) years' experience with adult students and adult literacy in a post-secondary education setting. Experience with grant management, WIOA, AEFLA, and CCRS.

- **LICENSE AND CERTIFICATIONS:** TESOL, TEFL, and/or Nevada teaching license preferred.
- **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 education methods and the ability to apply these methods for adult students of varying educational levels from differing cultural backgrounds in in-person, online, and hybrid classroom settings.
- 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.
- Ability to write effective weekly lesson plans.
- 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 meet measurement goals of student retention and advancement.
- Work in a team environment.
- Attend required professional development trainings.
- May require local, state, and/or national travel for conferences and professional development.

DEVELOPED: October 9, 2025