

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

JOB TITLE: Regional Adult Learning Supervisor

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professional

BARGAINING UNIT: Supervisor

GENERAL SUMMARY:

Under general supervision of the Literacy Services Manager, the Regional Adult Learning Supervisor is primarily responsible for the supervision of Literacy Services classroom instruction and site operations. Services include but are not limited to English as a Second Language (ESL), Adult Basic Education (ABE), math proficiency, general education development (GED), High School Equivalency (HSE), test proctoring, Integrated Education and Training (IET), and other Adult Learning opportunities. Ensures 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 professional development for assigned staff. Monitors student outcomes and performance. 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. Ensures that grant program goals are achieved within the assigned region. Collaborates with other Library District departments.
2. Administers Adult Learning Program services, projects, programs, budgeting, purchasing, vendors, and committees in the assigned region to support and achieve department services, initiatives, and goals.
3. Maintains operations by recruiting, selecting, orienting, and training staff. Conducts performance coaching and evaluates job performance.
4. Collects and reviews student data, pre-test, and post-test results. Determines schedules for student testing, classes, and staffing assignments. Provides recommendations for class placement, additional services, and referrals to outside resources.
5. Conducts instructor classroom observations and provides competency assessment. Delivers professional development and directs instructors on program planning and student evaluation activities.
6. Plans operational goals for assigned site responsibilities and directs employees to achieve established goals.
7. Oversees student attendance in LACES, contacts students to address concerns, and uses effective communication with staff to ensure student retention.
8. Develops local community relationships to establish and maintain career programs and pathways.
9. Administers proctoring of student assessments.
10. Serves as a library branch Person-In-Charge (PIC) and supervises after-hours operations of Literacy Services.
11. 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 required with at least one (1) of those years at a supervisory or staff leadership level.

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 manage staff, inspire, motivate, and lead a team.
- Ability to maintain confidentiality.
- Ability to exercise good judgement and make sound decisions.
- Ability to evaluate weekly lesson plans.
- Ability to communicate effectively in both oral and in written formats.
- Ability to manage time and meet established deadlines.
- Ability to develop, foster, and maintain positive interpersonal work relationships.
- Ability to meet measurement goals of student retention and advancement.
- Attend required professional development trainings.
- May require local, state, and/or national travel for conferences and professional development.
- Knowledge of serving diverse, multi-skill level adult learning students

DEVELOPED: October 9, 2025