



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Adult Learning Instructor

EXEMPTION STATUS: Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Non-supervisor

GENERAL SUMMARY:

Under general supervision of the Literacy Services Manager, the Adult Learning Instructor is primarily responsible for providing literacy instruction to beginning, intermediate, and advanced-level English Language Learning adults. Other instruction includes Adult Basic Education and math proficiency. The Literacy Instructor also refers to or teaches students high school equivalency (HSE), general education development (GED), high school diploma, career readiness certificate, integrated education and training (IET), workplace literacy, or citizenship programs. 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 travel between Library District branches. This is a grant-funded position subject to the ongoing availability of grant funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for teaching skills of reading, writing, listening, speaking, math, and language in the areas of ELL and ABE; digital literacy skills; workplace literacy skills, using provided curriculum.
2. Plans lessons and curriculum based on the learning needs of culturally diverse beginning, intermediate, and advanced level students. Engages students to reach retention goals and prepares students to demonstrate learning advancement gains.
3. Performs weekly class assessments to measure students' mastery level of benchmark skills and determine progress in the class.
4. Plans and prepares practical class lesson plans based on College and Career Readiness Standards for Adult Education (CCRS) and monitors students' performance.
5. Develops, implements, maintains, and delivers instruction using virtual, in-person, or hybrid delivery models while working onsite at Library District locations and/or Library District partner locations.
6. Completes and maintains appropriate student attendance records.
7. Performs proctor tests for enrolled adult students, including High School Equivalency examinations.

8. Provides virtual, in-person, and hybrid delivery of instruction in a co-teaching environment.
9. Shares best practices recognized in the adult learning classroom environment.
10. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel
- Adult Learning Methods (Theory and Practice)

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: Two (2) years' professional teaching experience.

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

Experience with WIOA requirements and standards.

- **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.
- 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 work in a team environment.
- Ability to travel for conferences and professional development.

DEVELOPED: April 15, 2024