



## **JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT**

**JOB TITLE:** Literacy Accountability Specialist

**EXEMPTION STATUS:** Non-Exempt

**JOB CATEGORY:** Administrative

**BARGAINING UNIT:** Non-Supervisor

### **GENERAL SUMMARY:**

Under the supervision of the Literacy Manager, the Literacy Accountability Specialist is primarily responsible for tracking and managing required data for local, state, and federal reporting. The position also provides assistance to staff, instructors, and students with assessment administration and evaluation.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Coordinates data collection from all literacy sites, and monitors data quality and integrity. Develops processes and procedures for data collection; creates and securely stores data backups.
2. Enters, uploads, and scans with accuracy, received data regarding student demographics assessments, attendance, employment barriers, and updates into local and state data programs; analyzes data for accuracy and program improvement.
3. Coordinates plan and timeline for obtaining data from appropriate staff.
4. Creates and uses reports within relevant program data tables, forms, and queries. Modifies reports for comparison of data (LACES, CASAS/TOPS Enterprise (TE), Excel, etc.); updates programs as required.
5. Adheres to State guidelines establishing timelines for data entry and reporting.
6. Creates and produces reports utilized by Literacy staff to assist with instructional analysis or individual student information requests.
7. Provides documents and informs staff and instructors of Federal Program tracking and assessment policies and procedures; updates staff as necessary and posts important documents on shared drive; distributes copies as needed.
8. Performs duties of Assessment Administrator/Proctor for regularly administered assessments utilized by the Adult Learning Program.
9. Contacts students to encourage or facilitate conversation concerning scheduling assessments, address attendance concerns, and program participation issues.

10. Acts as a local resource or liaison as needed for program improvement; attends State adult education annual monitoring, accountability training, and monthly conference calls.

11. Performs other duties as assigned.

**CORE COMPETENCIES:**

- Customer Service
- MS Word & Excel
- Filing & database Software Application

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

• **EDUCATION:**

**Required:** High School Diploma, General Equivalency Diploma (GED), or equivalent.

**Preferred:** Associates of Applied Science (AAS) in Business Management.

• **EXPERIENCE:**

**Required:** Three (3) years of administrative support experience.

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• **LICENSE AND CERTIFICATION:**

**Required:** N/A

**Preferred:** N/A

- **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 office procedures and of spelling, grammar, punctuation and arithmetic.
- Knowledge of records administration and maintenance techniques and procedures.
- 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 24, 2022