



JOB DESCRIPTION – LAS-VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Literacy Instructor

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Ineligible

GENERAL SUMMARY:

Under general supervision, the Literacy Instructor is primarily responsible for providing literacy instruction to multi-skill level adults including but not limited to English language learners and/or those absent a high school completion record. Responsible for lesson planning and curriculum development 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for teaching Adult Basic Education, High School Equivalency (HSE) preparation and ESL courses using instructional methods geared toward the adult learner in a classroom setting.
2. Plan lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepare students to demonstrate learning gains.
3. Creates and maintains instructional environment that encourages and supports learning.
4. Responsible for teaching the HSE test areas (reading, writing, social studies, science and math), adult basic education skills areas (writing, math, language), or English language learner skill areas (reading, writing, speaking and listening).
5. Plans and prepares relevant and practical class lessons and monitors student's performance.
6. Develops, implements, and maintains a variety of instructional delivery methods, that include group or individualized instruction as well as computer programs.
7. Completes and maintains appropriate student attendance records.
8. Attends professional development meetings/courses and required state training.
9. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel
- Knowledge of Adult Learning methods
- Ability to teach diverse, multi-skill level learners
- Ability to effectively manage classroom setting

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

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

Preferred: Bachelor's Degree in Education or related field.

- **EXPERIENCE:**

Required: One (1) year teaching experience

Preferred: One (1) year teaching experience in an Adult Learning environment.

- **LICENSE AND CERTIFICATION:**

Preferred: Teaching license and TESOL, TEFL, or CELTA certification.

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 adult learner and alternative educational methods and have the ability to apply these methods for adult, at-risk teens and multi-cultural students.
- 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 1, 2022

UPDATED: September 20, 2022