



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

**JOB TITLE:** Adult Learning Data and Reporting Supervisor

**EXEMPTION STATUS:** Exempt

**JOB CATEGORY:** Professionals

**BARGAINING UNIT:** Supervisor

### **GENERAL SUMMARY:**

Under the direction of the Literacy Services Manager, the Adult Learning Data and Reporting Supervisor oversees all data management, reporting, and compliance functions for the Adult Learning Program. This position ensures the accuracy, integrity, and timely submission of local, state, and federal reporting requirements. The Adult Learning Data and Reporting Supervisor provides leadership in data systems oversight, assessment accountability, continuous program improvement, and staff training related to data collection and reporting processes. The position supervises accountability staff and serves as the primary liaison for department state monitoring and compliance audits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervises and leads data accountability operations for the Adult Learning Program, including oversight of data specialists, assessment staff, and reporting functions.
2. Develops, implements, and monitors policies and procedures to ensure accurate data collection, entry, validation, and secure storage in compliance with state and federal adult education guidelines.
3. Oversees data systems (e.g., LACES, CASAS/TOPS Enterprise, state reporting databases, and internal tracking systems) to ensure accuracy, completeness, and integrity of student demographic, assessment, attendance, measurable skill gains, and outcome performance data.
4. Establishes internal timelines and accountability benchmarks to meet all state and federal reporting deadlines and requirements.
5. Conducts regular data audits and quality assurance reviews; identifies discrepancies, develops, and implements corrective action plans.
6. Analyzes program performance data to identify trends, gaps, and opportunities for instructional and operational improvement; prepares executive-level reports for organization leadership and stakeholders.

7. Coordinates department preparation for state and federal monitoring visits, audits, and compliance reviews; serves as primary liaison during accountability reviews and required conference calls.
8. Develops and delivers staff training on data entry procedures, assessment protocols, documentation requirements, and compliance standards.
9. Oversees administration of standardized assessments and ensures proper certification and fidelity of assessment processes.
10. Collaborates with instructional leaders to align accountability practices with program goals, grant requirements, and performance indicators.
11. Maintains secure digital and physical records in accordance with confidentiality laws and data protection standards.
12. Performs other related duties as assigned to support program accountability and continuous improvement efforts.

#### **CORE COMPETENCIES:**

- Data Analysis
- Federal Workforce Innovation and Opportunity Act (WIOA) Compliance & Regulatory Administration
- Analytical Thinking & Reporting
- Strategic Planning
- Customer Service
- Advanced MS Excel & Database Management

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

- **EDUCATION:**

**Required:** Bachelor's degree in Business Administration, Public Administration, Education, Data Management, or related field.

**Preferred:** Master's degree in Business Administration, Public Administration, Education, Data Management, or related field.

- **EXPERIENCE:**

**Required:** Three (3) years of experience in data management, accountability, or compliance reporting.

**Preferred:** Experience in adult education, workforce development, or grant-funded educational programs.

Prior supervisory experience.

Experience with WIOA requirements and standards.

- **PHYSICAL REQUIREMENTS:** Work is primarily performed in an office/classroom setting with occasional local travel required. Ability to lift up to 10 pounds and perform limited bending, lifting, standing, or walking as needed to fulfill job duties.

**ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of federal Workforce Innovation and Opportunity Act (WIOA) accountability requirements.
- Knowledge of adult education performance indicators and measurable skill gains.
- Ability to collect and analyze complex data sets and translate findings into actionable recommendations.
- Ability to make recommendations to senior leadership.
- Ability to manage multiple deadlines and ensure compliance in a fast-paced environment.
- Ability to communicate clearly and effectively in both written and verbal forms.
- Ability to build collaborative relationships with instructional and administrative teams.
- Ability to handle confidential student and program data.
- Ability to lead and motivate staff.

**DEVELOPED:** March 23, 2026