

LITERACY TRAINER

(Range 117)

DEFINITION

This position is primarily responsible for providing professional instructional training and coordinating classes and activities of the Literacy Services department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction and supervision from the Literacy Services Manager. Exercises direct supervision over contracted instructors of the Literacy Services department and volunteer tutors.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Supports the overall mission of the Library District by providing exceptional internal and external customer service to promote a positive library experience.
2. Coordinates on-going volunteer and tutor orientations. Provides one-on-one assistance as needed to literacy volunteers.
3. Trains literacy volunteers in adult education and tutoring techniques, train-the-trainer skills, and Comprehensive Adult Student Assessment System (CASAS) and Test of Adult Basic Education (TABE) principles and practices.
4. Performs the duties of Assessment Administrator for CASAS and TABE.
5. Researches, develops, and instructs adult literacy classes for Literacy Services customers.
6. Organizes and develops Literacy Services training manuals, multimedia visual aids, and other adult education materials.
7. Coordinates and assesses tutor-student matches.
8. Provides customers information about Literacy Services classes, locations, and services.
9. Plans, organizes, and implements special programs and exhibits to promote adult learning and encourages increased customer use of library services.
10. Compiles data and analyzes past and current year instructional performance measures to provide budget input and justify requested funds.
11. Assists with the development of Adult Basic Education and Literacy (ABEL) Literacy Services training schedules.
12. Develops training procedures for contracted instructors using educational research-driven strategies.

LITERACY TRAINER
PAGE 2

13. Provides instruction to literacy students in a one-on-one and/or small group setting.
14. Assists in the coordination of student–peer learning support groups.
15. Recommends educational materials and programs to literacy students and tutors.
16. Recruits, identifies, interviews, and recommends potential instructors to the Literacy Services Manager for the Library District to independently contract.
17. Performs classroom observation of instructors and offers feedback for continued professional development. Assists instructors in program planning and student evaluation activities.
18. Updates content on the Library District website for upcoming Literacy Services programs.
19. Plans, prepares, and executes community events to promote the Library District.
20. Builds and sustains relationships with Library District community partners.
21. Participates and contributes as an active member of a working team to increase the efficiency and effectiveness of the Literacy Services department.
22. Performs any other related duties and responsibilities as assigned.

Marginal Functions:

1. Participates in Library District committee work when needed.
2. Attends and participates in professional association meetings, seminars, and other applicable training sessions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Professional public library principles, practices, and techniques.
2. Library District and Department policies, procedures, terminology, and functions.
3. Current trends and developments in the field of adult literacy including Adult Basic Education, English Language Learners, High School Equivalency, and Family Literacy programs and services.
4. Standard assessment tools such as Comprehensive Adult Student Assessment Systems (CASAS), Test of Adult Basic Education (TABE), High School Equivalency Test (HiSET), and National Career Readiness Certificate (NCRC).
5. Emerging technologies in the library and adult literacy fields.
6. Basic research and public presentation techniques.
7. Training techniques.

LITERACY TRAINER
PAGE 3

8. Sources and availability of current information.
9. On-line tools and resources, and the Internet.
10. Principles and techniques of delivering effective oral presentations.
11. Principles of grant funding, including source identification, application, and administration.
12. Literacy Services methods and principles.
13. Effective supervisory techniques and principles.
14. Correct English usage, spelling, punctuation, and grammar.
15. Knowledge of business letter writing and report preparation.
16. Knowledge of record keeping and filing principles and methods.

Ability to:

1. Comply with all federal, state, and local laws, regulations, and codes.
2. Schedule and manage multiple projects.
3. Assist in the planning, research, development, and implementation of educational programming.
4. Plan, organize, and manage complex projects for accurate and efficient results.
5. Use initiative and independent judgement within established procedural guidelines.
6. Maintain confidentiality.
7. Initiate own work, set priorities, and meet critical deadlines.
8. Contribute effectively to the accomplishment of team or work unit goals, objectives, and activities.
9. Serve customers with patience, tact, and courtesy.
10. Establish and maintain effective working relationships with all internal and external customers, community partners, and vendors during the course of work.
11. Exercise good judgement and make sound decisions.
12. Work quickly and accurately.
13. Work both independently and as a part of a team.
14. Accept and manage change and maintain flexibility.
15. Understand and follow oral and written instructions.
16. Communicate clearly and concisely, both orally and in writing.

LITERACY TRAINER
PAGE 4

17. Maintain the mental capacity for effective interaction and communication with internal and external customers.
18. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment;
 - operating vehicles including cars, trucks, and vans.
19. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment;
20. Prioritize and perform multiple tasks concurrently.
21. Maintain effective working relationships with those contacted during the course of work.
22. Generate accurate reports.
23. Recognize equipment malfunctions and software errors.

Skilled In:

1. Use of personal computers, peripheral equipment, and associated software.
2. Use of library and basic office equipment.
3. Use of automated library systems.

Training and Experience:

Bachelor's Degree in education or a closely related field; and 2 years of experience in training and/or instruction and program development required, or an equivalent combination of training, education, or experience that provides the necessary knowledge, skills, and abilities.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent light lifting (5-10 pounds) and

LAS VEGAS - CLARK COUNTY LIBRARY DISTRICT

**LITERACY TRAINER
PAGE 5**

moderate lifting (11-20 pounds) or moving items of moderately heavy weight (20-50 pounds); frequent bending, reaching, pushing and stooping; the sustained operation of such devices associated with equipment used to perform tasks required of the position; utilizing a keyboard, and sitting or standing for extended periods of time. Tasks require sound, color, depth and visual perception and the ability to communicate orally and in written form.

Environmental Requirements:

Tasks are performed in an office setting with frequent local travel. Minimal exposure to adverse environmental conditions.

JOB CODE:

FLSA: EXEMPT

CBA: NON-SUPERVISOR

DEVELOPED: AUGUST 6, 2018

REVISED: SEPTEMBER 9, 2018