

LITERACY SERVICES SUPERVISOR

(Range 121)

DEFINITION

Performs a variety of professional training, instructional, supervisory and coordinating activities in support of the Literacy Department. Assists the Literacy Services Manager in the planning and implementation of literacy programming.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Literacy Services Manager. Exercises direct supervision over assigned department staff, contracted instructors, tutors, and volunteers.

ESSENTIAL AND MARGINAL FUNCTIONS - Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Assists the Literacy Services Manager in designing, implementing and evaluating District-wide instructional literacy programs which may include classes taught in libraries and community organizations, as well, as volunteer tutoring and online instruction.
2. Identifies and recruits independently contracted instructors and prepares requests for agreements for review and approval by the Literacy Services Manager and District administration.
3. Provides site management at various locations.
4. Supervises staff to include scheduling, training, working with staff to correct deficiencies, disciplining, and completing performance evaluations in the absence of/or as assigned by the Literacy Services Manager.
5. Directs and prioritizes the work of staff in the absence of/or as assigned by the Literacy Services Manager.
6. Assists in the orientation of new employees and identifies training needs within the literacy department.
7. Stays abreast of current research, trends, and innovations in adult basic education and English language learning.
8. Submits recommendations to the Literacy Services Manager for any improvements to the organization/operation of the literacy department.
9. Assists the Literacy Services Manager in collecting data and the preparation of planning documents, including goals and objectives for the department.
10. Coordinates volunteer tutoring program to include recruiting, training and recognizing volunteer tutors.

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11. Assists in building partnerships with organizations to support the mission of the Library District, while promoting and facilitating literacy services.
12. Evaluates, selects, and recommends for purchase various materials (textbooks, office supplies, instructional materials, small equipment, electronic resources, etc.) appropriate for the department.
13. Attends, participates, or presents at professional meetings and seminars.
14. Maintains and prepares various routine and non-routine reports and records.
15. Resolves a wide range of routine and non-routine issues and difficult situations.
16. Exercises decision making skills in department operation, patron, and staff issues.
17. Participates on interview panels and assists with the selection of staff for the department.

Marginal Functions:

1. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Management methods and principles.
2. The principles of grant funding, including source identification, application and administration.
3. CALL methods and principles.
4. Library District and Department policies and procedures.
5. Library District terminology and functions.
6. Effective supervisory techniques and principles.
7. Basic accounting principles and procedures.
8. Filing practices and procedures.
9. Correct English usage, spelling, punctuation, and grammar.
10. Current trends and developments in the fields of Adult Education, including ABE, ELL, High School Equivalency and Family Literacy programs and services.
11. Standard assessment tools such as CASAS.

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Ability to:

1. Accept and manage change and maintain flexibility.
2. Supervise and direct the work of subordinate staff.
3. Plan, organize, and manage complex projects for accurate and efficient results.
4. Prioritize and perform multiple tasks concurrently.
5. Work quickly and accurately.
6. Work independently and as part of a team.
7. Maintain effective working relationships with those contacted during the course of work.
8. Understand and follow oral and written instructions.
9. Speak in front of large groups.
10. Communicate clearly and concisely, both orally and in writing.
11. Serve district staff and management, clients, tutors, and other customers with patience, tact, and integrity.
12. Maintain the mental capacity for effective interaction and communication with others.
13. Maintain the 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.
14. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

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1. The use of personal computers and associated software.
2. The use of library and general office equipment.

QUALIFICATIONS

Training and Experience:

Master's Degree in Adult Education, Master's Degree in Education or a Master's Degree in a closely related field to Literacy; three (3) years of increasingly responsible work experience demonstrating successful project management or grant writing and leadership in an educational setting, governmental agency or a non-profit organization required; demonstrated ability to implement Literacy Services objectives with measurable outcomes, effectively supervise and motivate subordinate staff, develop and maintain positive relationships with library customers, patrons, vendors, District-wide staff and management; and successful implementation of literacy outreach efforts with community organizations, agencies, and others required.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking; frequent lifting and carrying objects of light weight (5 - 10 pounds) and occasional lifting and carrying objects of moderate weight (11 - 20 pounds); frequent bending, stooping, reaching, and pushing; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting or standing for extended periods of time. Tasks require visual perception, color perception, sound perception, and oral communications ability.

Environmental Requirements:

Tasks are performed with infrequent exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

A valid Nevada driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

FLSA: EXEMPT

CBA: SUPERVISOR UNIT