

LITERACY TRAINER

(Range 117)

DEFINITION

Performs a variety of professional training, instructional, and coordinating activities in support of the Literacy Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Literacy Manager.

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

Essential Functions:

1. Coordinates on-going volunteer and tutor orientations.
2. Trains literacy volunteers in adult education and tutoring techniques, train-the-trainer skills, and Comprehensive Adult Student Assessment System (CASAS) principles and practices.
3. Performs duties of Assessment Administrator for CASAS.
4. Researches, develops and instructs adult literacy classes for Literacy Department clients.
5. Organizes and develops Literacy Department training manuals, multimedia visual aids, and other adult education materials.
6. Coordinates and assesses tutor-student matches.
7. Exercises decision making skills.
8. Interacts extensively over the telephone, and in-person with patrons, district-wide staff and management, outside agencies, and other libraries in order to determine literacy training needs.
9. Provides information about Literacy Department activities, facilities, and services.
10. Assists with the planning, organizing, and implementing of special programs and exhibits for the promotion of adult learning and to encourage greater patronage of the Literacy Department.
11. Compiles data and analyzes past and current year training requirements to provide budget input and justify funds requested.
12. Develops Adult Basic Education and Literacy (ABEL) Department training schedules.
13. Develops ABEL training procedures utilizing knowledge of such methods as one-on-one training, group instruction, lectures, demonstrations, conferences, meetings and workshops.
14. Provides instruction to literacy students one-on-one or in small groups.
15. Maintains and updates records and compiles statistical reports on performance, and

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- monitors progress and effectiveness of students and tutors.
16. Coordinates ABEL volunteer activities.
 17. Assists in the coordination of student – peer support groups.
 18. Provides one-on-one assistance to literacy volunteers.
 19. Recommends educational materials and programs to literacy students and tutors.
 20. Assists in Literacy program planning and evaluation activities.
 21. Utilizes personal computers, the Internet, e-mail, and on-line tools and resources.
 22. Operates library and office equipment including, but not limited to: copy machine, telephone, overhead projector 3M, and facsimile machine.

Marginal Functions:

1. Participates in committee work when needed.
2. Attends and participates in professional associations meetings and seminars.
3. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Current trends and developments in the field of training and curriculum development.
2. Adult learning principles, program development and technology practices.
3. Current literature, trends, and developments in the field of library science especially those pertaining to adult reference and reader services.
4. Research techniques.
5. Sources and availability of current training development information.
6. On-line tools and resources, and the Internet.
7. Library District terminology and functions.
8. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Provide training and instruction to volunteers or students one-on-one or in small groups.
2. Establish and maintain effective working relationships with those contacted during the course of work.

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3. Gather, organize and analyze data.
4. Exercise good judgment and make sound decisions.
5. Work quickly and accurately.
6. Work under pressure and meet deadlines.
7. Prepare clear and concise reports.
8. Perform multiple tasks concurrently.
9. Work both independently and as part of a team.
10. Accept and manage change and maintain flexibility.
11. Plan and organize work assignments for accurate and efficient results.
12. Understand and follow oral and written instructions.
13. Communicate clearly and concisely, both orally and in writing.
14. Effectively communicate with and elicit information from difficult, upset and irate individuals.
15. Maintain the mental capacity for effective interaction and communication with others.
16. Interpret and explain Library District and Literacy Department policies and procedures.
17. 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.
18. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Skilled in:

1. Use of audio-visual training equipment.

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2. Use of personal computers and associated software.
3. Use of general office equipment.

QUALIFICATIONS

Training and Experience:

Master's Degree in Library Science from a college or university accredited by the American Library Association with coursework in literacy; **or** a Master's Degree in Education with emphasis in adult learning or adult education; **or** a Bachelor's Degree in Education or closely related field and minimum of two (2) years 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.

Physical Requirements:

Essential and marginal functions may require maintaining the physical condition necessary for standing and walking, frequent lifting and carrying objects of light weight (5 - 10 pounds), and lifting and carrying objects of moderate weight (12 - 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 sound perception, visual perception, and oral communications ability.

Environmental Requirements:

License, Certificate, or Special Requirements:

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

FLSA: EXEMPT

CBA: NON-SUPERVISOR

DEVELOPED: JUNE14, 2000

REVISED: