

### LITERACY COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under supervision, will plan and implement a full range of community-focused literacy services, including all aspects of student/tutor relations and activities and development of local, community-based support networks and literacy funding opportunities; and performs related work as assigned.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Recruits and screens tutors and students; arranges tutor training workshops; reviews and evaluates tutors' and students' work and progress; provides ongoing consultation and in-service support and training; selects tutors' and students' training methods and materials; contracts tutor training workshops; monitors budget; prepares required grant reports; provides information and referrals for students and tutors; selects literacy and learning resources materials in all formats; researches and develops future computer-assisted learning options; publicizes and promotes literacy activities in the library and community; establishes motivational programs for recognition of literacy volunteers; works with community groups to develop strong support networks for literacy; works to develop grants and fundraising opportunities for future literacy support; and performs related duties and responsibilities as required.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

- Principles and practices and theories of adult and family literacy services.
- Principles and practices of project management and administration.
- Supervisory principles and practices, including training and evaluation.
- Library objectives and procedures.
- Grant-writing techniques.
- Principles and techniques of positive customer service and public relations.

##### **Ability to:**

- Demonstrate an awareness and appreciation of a diverse community, interacting and communicating successfully with people from a variety of backgrounds, both individually and in groups.
- Establish and maintain effective working relations with adult learners and their families, volunteers, tutors, library staff and a wide variety of community professionals and organizations.

- Elicit community and organizational support for programs.
- Effectively select, train, and evaluate paraprofessional support staff, contract and grant-funded staff, and volunteers.
- Effectively plan, organize, and direct the work of paraprofessional support staff, contract and grant-funded staff, and volunteers.
- Plan, organize, and implement and evaluate service programs and activities.
- Interpret and explain City policies and procedures.
- Recognize successful methods and programs for teaching literacy skills and adapt them to the needs of adults and families in the literacy program.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute to a successful team effort.
- Develop appropriate and effective collections/resources within literacy services.

### **Experience and Training Guidelines**

**Experience:** A minimum of three years of literacy program experience is required. Experience with tutoring, volunteer coordination, community outreach and grants management is highly desirable.

**Training:** Minimum of 60 semester hours from an accredited college or university with coursework or training in reading, literacy, education or a related field.

**License:** A current, valid, California driver's license.

### **WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.