

## **LITERACY COALITION OF PALM BEACH COUNTY**

**JOB TITLE:** Village Readers Family Education Program Coordinator  
**LOCATION:** Village Readers, Delray Beach  
**CLASSIFICATION:** Part-time, non-exempt, hourly  
**REPORTS TO:** Family Education Manager

### **JOB SUMMARY:**

Coordinate enrollment and language proficiency testing for adult ESOL students in VILLAGE READERS FAMILY EDUCATION PROGRAM, accurately maintaining all student data information. Provide career coaching, digital literacy, and job readiness instruction for adults one-on-one and in small groups with the ultimate goal of efficiently addressing the individual needs of students and their families enrolled in the program. Present appropriate learning experiences and administer appropriate assessments consistent with the Literacy Coalition's instructional goals, objectives and mandated requirements. Work schedule is as follows; generally Monday through Thursday, within the hours of 4:30– 8:15 pm with some flexibility as needed, and it is subject to the school building being open.

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

- Maintains adult student waiting list and coordinates with program managers to fill open spaces in adult classes
- Administers reading and listening assessments to all students on the waiting list
- Provides class level recommendations to program managers
- Provides orientation and organizes paperwork for newly enrolled students
- Follows testing procedures as laid out in assessment guide
- Tests all enrolled students in reading and listening quarterly
- Tests all enrolled students in speaking twice a year
- Maintains testing spreadsheet
- Meets with individual students to help them determine career goals, current skill levels, and next steps
- Provides instruction regarding job options, interviewing, and resume building, as well as computer skills for job success
- Provides translating services as needed for during workshops and for effective communication of program policies, procedures, and announcements
- Accurately maintains student and workshop information, with the ultimate goal of efficiently addressing the individual career needs of each adult student enrolled in the program.
- Assists with the management and student use of computer software programs
- Researches and posts available job positions in the community for which our students would be eligible
- Provides an inviting school environment
- Participates in team and staff planning
- Fosters good school attendance and retention of students
- Works with other staff members to form a positive, supportive team atmosphere

- Ensures confidentiality of privileged information
- Participates in staff development programs
- Maintains adherence to all company policies and procedures, including agency safety requirements.
- Must work the days and hours to perform all assigned responsibilities and tasks, be punctual and timely in meeting all performance requirements, including but not limited to, attendance standards and work deadlines
- Must maintain courteous, professional and effective working relationships with employees and clients of the organization
- Performs additional program duties as assigned by the Family Education Program Manager according to agency needs, which could include substituting in adult ESOL or children's program classes

### **POSITION RELATIONSHIPS:**

Position requires daily contact with staff members, adult students, and children in the program. Position also offers frequent contact with school staff in addition to the public at large.

### **POSITION REQUIREMENTS:**

- Associate's degree required, bachelor's degree preferred
- Bilingual (Haitian Creole) required
- Excellent working knowledge and experience with computers required
- Sensitivity to the needs of undereducated adults required
- Effective and excellent communication, both orally and in writing, organizational and planning skills required
- Effective, active listening skills needed
- Ability to work as a team member
- Demonstrated ability to effectively work with diverse cultures, languages, educational and economic backgrounds, and the ability to work well with families
- Ability and willingness to participate in ongoing professional development activities in order to keep current on new developments in the field and to enhance skills already maintained

### **SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:**

- Requires safely lifting or moving up to 25 lbs on an occasional basis, for example movement of materials or texts.
- Regular requirement to stand or sit with some walking, bending, stooping, squatting, pushing and pulling.
- Noise level is usually quiet to moderate.

### **EQUIPMENT:**

Telephone, computer, television/DVD player, fax, overhead projector and other instructional aids.

### **SALARY RANGE:**

Commensurate with experience.

Continued employment is dependent on availability of funding resources.

**NON-DISCRIMINATION STATEMENT:**

The Literacy Coalition does not discriminate against employees or clients on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity or expression, national origin, age, disability, veteran's status, marital status, familial status or any other characteristic protected by Federal, State or local law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Literacy Coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.