

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Parenting/Family Literacy Coordinator

**FLSA:** Exempt

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### GENERAL SUMMARY

Under general direction implements a comprehensive adult literacy program for the District. Reports to the Director of Elementary Education.

### ESSENTIAL FUNCTIONS

Coordinates and supervises all literacy activities; identifies and contacts key individuals to help develop strategies for informing the community about the District's Adult Literacy Program. Identifies and uses appropriate communication vehicles to publicize the program.

Identifies and uses support resources for the recruitment of volunteers; makes citizens aware of their potential as volunteers, students and/or tutors. Plans and provides volunteer training.

Assigns tutors; maintains records of volunteers who are trained as tutors (available or inactive). Meets regularly with tutors to determine student progress.

Maintains records of students including those being tutored and those recommended to adult education. Identifies support services to meet the needs of adults.

Prepares reports as required by the School District of Newberry County, the State Office of Adult Education, and local and state literacy organizations.

Interacts with students, employers, parents, coworkers, administrators, community agencies, etc.

Operates computers, copiers, audiovisual equipment, fax machines, etc.

Willingly performs other related duties as assigned or requested.

### JOB SPECIFICATIONS

#### **Education and Experience:**

Bachelor's degree in Education or a related discipline with three to five years of experience in a Literacy or Adult Education setting; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

#### **Knowledge:**

Thorough and comprehensive knowledge of adult education and literacy. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to adult literacy. Knowledge of the required records, reports, and information which must be prepared, monitored and maintained. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knowledge of effective training and management methods.

#### **Skills/Effort:**

Ability to become a Literacy Trainer. Ability to operate general office equipment in the performance of daily activities. Ability to communicate effectively with students, parents, coworkers, administrators, community agencies, and all other groups involved in the activities of adult education. Possesses excellent public relations, communications and interpersonal skills. Ability to complete, process, and maintain all required records and reports. Ability to operate general office equipment such as a computer, calculator, copier, etc.

**Working Conditions:**

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to fifty pounds. Routine local travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

**Responsibility:**

No direct budgetary responsibility is assigned.  
Supervisory responsibility for the Literacy Program, staff, and facilities.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

_____	Date: _____
_____	Date: _____
_____	Date: _____