

COUNTY OF SOLANO

LITERACY PROGRAM ASSISTANT

DEFINITION

Plans, organizes and implements student/tutor training and related activities for an assigned Literacy Program such as Adult, Family, Reach-Out-and-Read, or other literacy programs; provides assistance in carrying out the goals of the Program.

CLASS CHARACTERISTICS

This classification is characterized by the responsibility for carrying out training and related activities for students, general volunteers and project-specific volunteers and assisting in the daily operations of the Program. This class is distinguished from the Literacy Program Manager in that the latter has responsibility for the overall management and administration of the Literacy Program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Literacy Program Manager.

Exercises no supervision; may recruit, train, assess and support Literacy Program volunteers.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans and presents volunteer training workshops and programs; matches volunteer to appropriate literacy activity; provides follow-up and on-going consultation and support; trouble-shoots and problem-solves as appropriate; organizes semi-annual tutor roundtable meetings to provide tutor support and ongoing training; prepares and provides instructional curriculum for students and trains tutors in implementing lesson plans.

Administers adult-student assessments; matches students with volunteer tutors; conducts assessment of student progress; works with students to develop their participation; assesses adult learner behavior as related to family literacy activities in the home as required by the State Library; plans and organizes student committee to ensure student involvement; obtains learner feedback of family literacy activities and progress towards goals.

Implements instructional and supportive activities for adult students and volunteers including: writing workshops, reading groups, continuing education sessions and support groups; plans, organizes and conducts workshops and educational events for students and families.

Conducts and/or assists with family events and story times for literacy program clients. Plans

and implements pediatric early childhood literacy program; assists and collaborates with health professionals involved with the program.

Orders books and other materials for use in the Program; researches, selects and orders educational materials and children's literature.

Maintains accurate records of student and volunteer activities for State grant and other reports; tracks program progress; prepares final program reports as required by the State Library; writes articles for quarterly newsletter to provide information to clients and community organizations.

Assists with publicity and fund-raising activities; writes grant proposals to ensure funding for programs; prepares and develops promotional activities to attract volunteers and students; plans, organizes and provides student and tutor recognition events to honor accomplishment; develops, designs and creates promotional materials and displays.

Maintains working relations with other literacy providers and other community organizations involved in literacy; facilitates collaboration with community providers of human services involved in promoting literacy in the County; collaborates with Children's Libraries to coordinate service provision; refers students and volunteers to library and community resources; maintains communication with other Program Assistants to plan and achieve program objectives and keep supervisor informed of progress; participates in regular staff meetings and retreats.

Attends workshops and conferences to continue professional education and integrate new ideas into the programs; keeps abreast of research on early brain development and pre-reading readiness; keeps abreast of quality children's literature and related instructional materials.

Performs a variety of administrative functions in support of program activities; copies and files documents and correspondence; organizes materials and restocks shelves; purchases and prepares refreshments for clients; moves supplies, chairs, audio/visual equipment and tables to set up rooms for program use.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of training and instruction.

Interviewing and counseling techniques.

Literacy materials, techniques and methodologies.

Volunteer programs, organizations and community resources.

Skills to:

Utilize basic office equipment including a computer, copy machine, fax machine and printer, and to operate audio-visual equipment.

Drive a motor vehicle.

Ability to:

Plan, organize and conduct workshops and training sessions.

Train, guide and oversee the work of volunteers.

Assess reading levels of students.

Effectively match volunteer tutors and students.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments; exercise tact and diplomacy.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Make presentations before groups.

Work independently, exercise good judgment and take initiative.

Maintain cooperative working relationships.

Identify and procure literacy materials.

Collect, analyze and prepare data for State grant and other reports.

Work a flexible schedule.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

One year of experience in a literacy program or other community program as a trainer, counselor or program evaluator.

Education/Training:

A Bachelor's degree is required from an accredited college or university, in education, psychology, communication or a closely related humanities, social science or behavioral science field.

SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid Class C California driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Incumbents may be required to work outside normal business hours.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, but may risk exposure to disease.

Director of Human Resources

Established Date: July 1999

Revised Date: November 2002

BOS Date: June 30, 2003

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