

## COUNTY OF SOLANO

### LITERACY PROGRAM ASSISTANT - SENIOR

Est. 9/01

#### **DEFINITION**

Under general direction, plans, organizes, implements student/tutor training and related activities for an assigned Literacy Program such as Adult, Family, Reach-Out-and-Read, English as a Second Language, or other literacy programs; may act in a lead capacity by training, assigning and reviewing the work of other Literacy Program Assistants in carrying out the goals of the Program; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is characterized by the responsibility to perform and/or lead 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.

#### **EXAMPLES OF DUTIES**

Depending on assignment, duties may include but are not limited to the following:

1. May lead the work of others engaged in planning, organizing and implementing student/tutor training and related activities for an assigned Literacy Program; provides advice and direction in the resolution of problems; trains new employees in department program policies and procedures relation to assigned function, assists in the performance evaluation process by monitoring and reporting on work performance.
2. 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.
2. Administers adult-student assessments; matches students with volunteer tutors; conducts assessment of student progress; works with students to develop their participation.
3. Implements instructional and supportive activities for adult students and volunteers including: writing workshops, reading groups, continuing education sessions and support groups.
4. Orders books and other materials for use in the Program.

**EXAMPLES OF DUTIES (Continued)**

5. Maintains accurate records of student and volunteer activities for State grant and other reports.
6. Assists with publicity and fund-raising activities.
7. 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.
8. Conducts and/or assists with family events and storytimes for literacy program clients.
9. Plans and implements pediatric early childhood literacy program; assists and collaborates with health professionals involved with the program.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Some professional work experience in a literacy or related program and training which demonstrates possession of and competency in requisite knowledge and abilities. Typical qualifying education and/or experience would be:

A minimum of two years of experience in a literacy program or other community program as a trainer, counselor or program evaluator and equivalent of a Bachelor's degree in education, psychology, communication or a closely related humanities, social science or behavioral science field.

**Knowledge/Abilities**

**Considerable knowledge of** the principles and practices of training and instruction; interviewing and counseling techniques; and literacy materials, techniques and methodologies, departmental program policies and procedures. Ability to train, guide and supervise the work of others.

**Knowledge of** volunteer programs, organizations and community resources.

**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 with people of diverse socio-economic backgrounds and temperaments, communicate effectively both verbally and in writing; make presentations before groups; work independently, exercise good judgment and take initiative; maintain cooperative working relationships; exercise tact and diplomacy; identify and procure literacy materials; collect, analyze and prepare data for State grant and other reports; work a flexible schedule; use a computer.

**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.

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Department Head

Date

Est. 9/01

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