

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Literacy and ESL Coordinator**

Dept.: **Public Services (Literacy and ESL Services)**

Job Code Number: **10213**

Reports to: **Literacy Outreach Assistant Manager**

Grade Number: **18, Represented**

Effective Date: **October 2002**

FLSA Status: **Exempt**

General Position Summary:

Supervises the literacy and ESL programs and services as well as Literacy Americorps members. Coordinates a corps of "Literacy Designates" at each KCLS branch. Coordinates with other KCLS staff to ensure appropriate KCLS literacy and ESL materials collection.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Recruits, trains, schedules and supervises the work of literacy Americorps members and assigned program staff, including conducting performance evaluations, clarifying performance expectations, initiating appropriate corrective action when necessary.
2. Selects members of ESLit Committee and acts as chairperson of the committee.
3. Coordinates and Assists Literacy Designates, one in each KCLS library branch.
4. Creates program promotional materials and web pages.
5. Coordinates through others staff the selection of literacy and ESL materials.
6. Develops relationships with literacy organizations.
7. Participates in professional development conferences and training activities.

Secondary Duties:

1. Member of Hispanic and other committees.
2. Develops and provides staff training opportunities (e.g.: Library Spanish and Annual Literacy Designates Meeting).
3. Applying for grants to fund new literacy and ESL programs.
4. Other related duties as assigned.

Communication:

The position is responsible for contacts with KCLS employees and customers, vendors, etc. Contacts are frequently made on the incumbent's own initiative and occasionally made at the supervisor's request or initiated by a third party. The position has a requirement to interact with customers regularly and communications occasionally contain discussions about confidential/sensitive matters.

Initiative:

The position is responsible for developing policies/procedures and problem solving across the organization. Some design of new programs/services or concepts is required and the job involves a high degree of complexity. The position operates independently with minimal supervision and frequent new and varied work situations are experienced. Decisions are made within general organizational policy constraints/guidelines. Examples of areas requiring initiative include reviewing and selecting new programs and publications and programs, setting the agenda for the ESLit committee, and coordinating with other staff selection of appropriate materials for entire KCLS.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position includes substantial planning and goal-setting responsibilities and plans have a long-term view in impact or results. Strategic planning is also included in this position. Decisions made by this position have broad/far reaching impact across the KCLS. The incumbent's work is seldom monitored or checked by the supervisor or other administrative staff. An error in the incumbent's work could impact the work of all literacy Designates and pages, could impact the availability and quality of programs and materials available to the public and could affect the overall public image of KCLS as a literacy provider. A delay could result in the postponement of work on literacy and ESL selection and programs. The types of records maintained by the position include, documents relating to the ESLit committee and Americorps and documentation to monitor collections for each branch library. Documents are not confidential and are kept at the incumbent's workstation.

Leadership:

The position is responsible for mentoring as a manager and supervisor and takes a leadership role in modeling and promoting organizational values across the organization and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in education, social services, or administration plus classroom training specific to ESL and Adult Basic education or a Master's of Library Science Degree from an American Library Association accredited school of Librarianship and Washington State certification as a Librarian may offset up to two years of required experience above the minimum requirement of two years related experience.
- Two to four year experience in, ESL and Adult Basic education and related educational materials.
- Or any equivalent combination of education, experience and training that provides the required knowledge, skills, and abilities.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of adult literacy and ESL concepts and programs.
- Thorough knowledge of cultural influences on literacy skills.
- Extensive knowledge of volunteer coordination.
- Extensive knowledge of collection management, unique to ESL and literacy specialties.
- Considerable knowledge of budget preparation and administration.
- Considerable knowledge of program management.
- Working knowledge of the principles and practices of supervision and management.
- Knowledge and support of the principles of intellectual freedom.

Ability to:

- Read, speak, write and understand the English language within the context of ESL and literacy areas.
- Make decisions based on experience in functional areas.
- Relate effectively to many different cultures and value systems in patron population.
- Apply interpersonal relationship skills in working with a variety of groups and individuals.
- Manage time to maximum productivity.
- Develop and administer budgets effectively and accurately.
- Develop and maintain positive relationships with staff, patrons and vendors.
- Communicate effectively with a diverse population.
- Recognize and set priorities, and to plan, organize and direct the work of others.
- Select, develop and motivate volunteers and subordinate staff.

Skill in:

- Use of computer software relative to budgeting and tracking expenses and collections.
- Listening to, understanding and interpreting information received from patron regarding their unique needs and requirements.
- Supervision of both paid staff as well as volunteers in all branches of the KCLS.
- Manage time and resources to maximum effectiveness.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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The position requires extensive travel and PC monitor work. There may be some exposure to angry or hostile individuals.

Advancement Possibilities:

Depending on education, training, and experience:

Managing Librarian Series

Outreach Services Coordinator

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/31/01
Revised: 9-25-02
Revised: 3/08