

ADULT LITERACY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the administration of literacy training and retraining programs, as well as for vocational courses offered by Ulster County BOCES Adult & Continuing Education Program for adults. The work involves the responsibility for planning, developing and staffing services which provide adult education courses to individuals expanding their careers and literacy skills. The subject areas include information technology, health occupations, manufacturing occupations and business office skills, among others. The work is performed under the general direction of a higher-level employee with wide leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over the work of subordinate Adult Literacy Education staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.

Supervises the admission process for all literacy related programs, the admission process for related self-paying and agency funded adult services and the registration process for adult education courses and services;

Develops, staffs and implements the fall, spring and summer continuing education programs with Adult Education staff;

Supports the setup, layout, printing and mailing of semester brochures advertising adult continuing education and literacy programs;

Prepares necessary state and BOCES reports, maintains a system of record keeping for adult literacy programs and ensures continued adherence to State regulations as it relates to related programs;

Develops and initiates programs, services and courses that meet the needs of displaced workers, those seeking new vocations, ESL students and the general public interested in adult education courses;

Supervises and coordinates the grant writing process for literacy and implements grant funded programs within funding agency requirements;

Ensures effective publicity for adult literacy programs by working with the Community Relations Department within BOCES;

Creates partnerships and joint training programs/ventures with the business community, public institutions and other organizations that will result in new funding;

Provides training and establishes links for training for local and regional industry;

Communicates regularly with other coordinators and administrators at the Career and Technical Center;

Acts as representative for the Director in key county councils/planning boards to support literacy and ESL classes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and concepts utilized in the administration and management of literacy programs; good knowledge of available community agencies and resources; good knowledge of marketing principles and practices; good knowledge of business and industry day-to-day practices; good knowledge of funding sources, researching and writing grant proposals; ability to organize and manage projects; ability to coordinate the activities of others; ability to supervise others; ability to express oneself clearly both orally and in writing; ability to prepare technical written material; ability to establish and maintain working relationships with others; ability to present material in a persuasive manner; initiative, tact, courtesy.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree and two (2) years of experience in literacy instruction or literacy training activities in a classroom setting; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree and three (3) years of experience in literacy instruction or literacy training activities in a classroom setting; **OR**
- C. Graduation from an accredited college or university with an Associate's Degree and five (5) years of experience in literacy instruction or literacy training activities in a classroom setting; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
0132 ADT LIT CD
Classification: Competitive
OA

Adopted: November 15, 2021