

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>ADULT LITERACY SPECIALIST</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Experience in working with or teaching adults
- Working knowledge of available human and community resources
- Ability to work flexible hours, including some evenings, weekends and early morning meetings
- Ability to use a computer
- Ability to work with others

**Performance Responsibilities:**

- Recruit adult students to attend Adult Education classes
- Recruit volunteers to assist at Adult Education classes
- Coordinate information and activity booths at community functions
- Plan and implement workshops and activities that will permit parents to work with their children at home to attain the instructional goals of the program
- Facilitate communication between the school and home
- Attend H.E.A.R.T. Literacy Coalition Meetings
- Help coordinate parent/family referrals and solicit donations from businesses for incentives and awards for families attending Adult Education classes
- Assess the effectiveness of the Adult Education Program through surveys, needs assessment and student performance
- Assist in the coordination of child care workers at Adult Education classes
- Assist with pre and post testing of adult students and organizing data
- Perform other duties as assigned by the Supervisor of Adult/Community Education and Volunteer Programs and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Supervisor of Adult/Community Education and Volunteer Programs and/or designee

**Evaluation:**

Annual evaluation done by the Supervisor of Adult/Community Education and Volunteer Programs and/or administrative designee

**Terms of Employment:**

10-month employment

**Salary:**

- Salary based upon approved salary schedule - Professional/Technical/Supervisory Category B
- Funding source - Family Literacy Grant
- Position is contingent upon continued funding of the grant

**Job Code:**

91034

Board Approved: 05/16/00

Revised: 01/20/09, 03/03/09, 05/18/10, 05/17/11