
Literacy Coordinator Job Description

In order to more effectively meet the literacy needs of the inmate population and to ensure compliance with California Penal Code 2053 "Prisoner Literacy" and 2053.1 "Literacy programs: implementation plan; request for funds" a designated Literacy Coordinator will be established at each institution. The Literacy Coordinator will be staffed by an academic teacher with either a 2287 or 2290 designation. Ideally the Literacy Coordinator will be formally trained in the teaching of reading and will have previous experience in a similar capacity. The Literacy Coordinator will develop, implement and facilitate programs in which an individual's abilities to read, write, speak in English, compute and solve problems are the primary focus. In addition, academic skills that develop an individual's level of proficiency to function successfully in a classroom, vocational program or job assignment should be included.

The Literacy coordinator is to ensure there are Literacy programs in place and that the programs are operationally sound for each yard or facility within the institution. There should be a minimum of 120 inmates consistently participating in various literacy programs throughout the institution. The Literacy coordinator will select and train a minimum of 2 inmate tutors per yard, and will coordinate with the Community Partnership Manager (CPM) when appropriate to utilize volunteer literacy tutors from the community. The number of designated inmate tutors to be trained and utilized will be under management's discretion based upon each institutions operational need.

The Literacy Coordinator will coordinate and assist the testing coordinator to ensure that all inmates who are participating in the qualifying literacy programs are CASAS, TABE and given access to GED testing according to Departmental policy. The Literacy Coordinator will be responsible for documenting all participants "milestones" or learning gains on the 128 B General Information Chrono and will submit the 128 B to the assignment office as directed by policy.

The Literacy Coordinator will focus their attention on the inmates who have not obtained either a High School Diploma or a General Equivalency Diploma (GED) and will specifically target inmates who have Test of Adult Basic Education (TABE) reading scores below 9.0. The Literacy Coordinator is not to act or to perform duties related to post secondary education.

**DUTY STATEMENT
LITERACY COORDINATOR**

Position: Academic Teacher, CF (2287 or 2290 Classification)

Under the general supervision of the Principal or Academic Vice-Principal, the Literacy Coordinator (LC), an academic credentialed teacher is responsible for the coordination of the Volunteer Literacy Programs (VLP), inclusive of the ProLiteracy Reading Program. The LC will expand the inmates' access to quality educational literacy services, assessment and accountability for learning. The LC will coordinate and facilitate literacy services for inmates through implementation of the Department's approved and authorized literacy program(s). The LC is responsible for coordinating the delivery of voluntary literacy services using a variety of instructional methods; overseeing the distribution and collection of inmate literacy study materials to inmates in the housing units, libraries and other designated areas as needed and upon direction during lockdown/modified programs; delivering audio-visual presentations via electronic means to inmates at a designated area, classroom, or housing unit; and ensuring the delivery of literacy instruction via traditional means on a one-on-one basis, small group, and/or large group presentation, inmate assessment with the testing coordinator, and completing inmate 128 B chronos as needed.

The LC is responsible for supervising community volunteers and overseeing inmate tutors who provide individualized literacy instruction. The LC is responsible for the planning, organization, implementation, monitoring and evaluation of evidenced-based literacy curricular instruction. The LC oversees the ordering, procuring and the distribution of adult-level Pro-Literacy materials for instruction. The LC will develop and maintain a positive and professional relationship with the local County Literacy Council, County Libraries, Community Partnership Manager (CPM), community volunteers and sponsors, librarians, media specialist, teachers, independent study teachers and inmates. The LC will follow the guidelines based on the California Department of Corrections and Rehabilitation (CDCR) Statewide Voluntary Literacy Plan, Voluntary Literacy Operational Procedures and be cognizant of the institutional mission and services. The LC will preserve personal safety by wearing a Personal Alarm Device or other CDCR-sanctioned security device.

The Literacy Coordinator must be physically able to: climb and descend stairs, maneuver inside different housing configurations that may include but are not limited to cell blocks, administrative segregation housing units, secure housing units, modified gymnasiums, open dorms, enhanced outpatient housing and other types of buildings that may hold literacy eligible inmates.

Specific Duties:

50% The LC will contact and collaborate with the local County Literacy Council to provide "train for trainers" (T4T) ProLiteracy training for educational staff, community volunteers, sponsors and inmate tutors. The LC will collaborate with the Community Partnership Manager (CPM) to coordinate the recruitment of community volunteers, sponsors, peer inmate tutors and facilitate the quarterly institutional Site Literacy Committee meetings. The LC will provide quarterly Site Literacy Committee minutes to the principal. The LC will ensure that community volunteers, sponsors and inmate tutors are utilized to facilitate literacy tutoring whenever feasible. The LC will develop a means to recruit students, publicize courses and collect literacy enrollment data for the Voluntary Literacy Programs section of the Educational Monthly Report (EMR). The LC will meet with the appropriate Inmate Advisory Committees (IAC) to publicize and support the VLP enrollment. The LC will recruit, hire (per institution guidelines), train and supervise inmate clerks and tutors for the VLP. The LC will ensure that inmate participation in literacy programs is recorded on a Literacy Activity Log, submit a monthly literacy report to the Principal, including student enrollment, hours of participation, completions, and number of

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assessments completed by voluntary literacy inmates. The LC will maintain an excel spreadsheet or other Management Information System (MIS), that will be able to capture monthly, quarterly and annual voluntary literacy program outcome data as outlined in the EMR. The LC will ensure that community volunteers and/or sponsors monitor student progress and issue certificates and chronos when appropriate. The LC will draft an annual appraisal on each community volunteer to ensure the delivery of quality literacy services.

20% The LC will arrange for all required inmate assessment including but not limited to CASAS, TABE, and GED examinations, collaborate with trained community volunteers and inmate peer tutors to ensure the creation of individualized student assignments for each student based upon the results of the appropriate standardized assessment scores. The LC will work closely with the Educational Testing Coordinator (ETC). The LC will ensure that each inmate who is enrolled in the VLP is administered the pre and post CASAS test. The CASAS scores will be used for reading program placement and to measure student progress and learning gains. The LC will receive weekly CASAS pre and post test results from the ETC to measure "learning gains" and establish performance benchmarks to measure progress. **The LC will prioritize and concentrate efforts to provide literacy services to inmates who have a grade level of 0.0 to 6.9 grade point level (GPL).**

15% The LC will provide oversight, support and track data for voluntary literacy programs such as ProLiteracy, Media Literacy, Library Literacy and other literacy programs facilitated by the education department and or community volunteers. The LC will collaborate with the Media Specialist for the airing of electronic literacy instruction and material in basic reading, writing and math computation. The LC will make certain that the literacy programs make use of a variety of educational delivery services including one-to-one instruction, small group and/or large group instruction to inmates based on each student's GPL reading score, functional literacy needs, understanding and/or ability level, and space availability. The LC will not only provide oversight for literacy programs, but on an "as needed basis" provide literacy instruction and proctor CASAS testing for VLP students.

10% The LC will establish positive relationships with inmates and institutional staff, and coordinate contacts with outside agencies or providers when needed. The Literacy Coordinator may attend initial classification when needed, provide on-going literacy training and assist community volunteers when necessary. The LC will utilize institutional services, departmental services, community resources and training resources to support the VLP. The LC is responsible for ensuring that specific inmates' education records are exchanged with appropriate staff. The LC will order, control, and coordinate the use of supplies, materials, videos, and equipment necessary for VLP success.

5% The LC will participate in required conferences, seminars and staff meetings. The LC will remain current with new developments in reading acquisition and contemporary literacy teaching techniques. The LC will perform other duties as assigned.

Employee Signature

Date

Supervisor Signature

Date