

Job Title:	Social Worker Adult Learning	Wage/Hour Status:	Exempt
Reports to:	Administrator, Adult Programs	Pay Grade:	102
Dept/School:	San Jacinto Adult Learning Center	Date Revised:	October 28, 2024

Primary Purpose

Assist adult students in the El Paso Area Cooperative (El Paso, Clint, and San Elizario ISD) to reach educational goals through enhanced retention strategies and persistence practices. Facilitates collaboration between local community agencies and the educational staff.

Qualifications**Education/Certification**

Bachelor's Degree in Social Work or related field
Meets minimum professional development requirements, on an annual basis, as required by Texas Education Agency

Special Knowledge/Skills

- Excellent organizational, communication, public relations, and interpersonal skills
- Strong knowledge and experience in adult education persistence strategies
- Strong ability in coordinating with local community agencies that will benefit the adult students
- Effective listening skills

Experience

One (1) year experience in adult education
Two (2) years' experience in social work

Major Responsibilities and Duties

1. Maintain case management files on all adult students that seek assistance
2. Assist the adult programs with retention strategies that will improve student persistence
3. Establish intervention strategies that will strengthen a student's positive forces and lessen the negative forces.
4. Assist adult students to persist in their learning and attain educational goals
5. Identify forces that help or hinder the adult student
6. Assist adult students to build self-efficacy and attain goals.
7. Document student progress towards reaching goal(s)
8. Help students understand how education will help them achieve such goals
9. Provide a safe and supportive environment for adult students
10. Refer adult students to appropriate social service agencies as needed
11. Strengthen students' clarity of purpose and relate it to their education
12. Assist with mandated student assessment, orientation, and registration procedures
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Working Conditions**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; works split schedule to accommodate the El Paso Area Cooperative; frequent travel with the El Paso Area Cooperative to serve adult students in the three districts.

Terms of Employment

197 days; salary to be established by the Board of Trustees
(This is a one-year grant funded position. Continuation of this position is dependent upon availability of funds.)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.