



# SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

## JOB DESCRIPTION

**Job Title:** Adult Basic Education Part-time Teacher

**Salary Block:** As stated in current grant

**Reports To:** Community Education Director

**Terms of Employment:** Varies with Assignment

**Exemption Status:** Exempt

### Primary Purpose:

The primary duties of this employee are to provide instruction to adults who wish to further their education by taking ESL, GED, Computer Literacy, and/or citizenship preparation classes in compliance with federal, state, local laws, regulations, policies and guidelines.

### Qualifications:

#### Education/Certification:

- Bachelor's Degree

#### Special Knowledge/Skills:

- Ability to effectively communicate with district employees, students, and community members

#### Experience:

- Teaching experience (preferred)
- Career and technology experience (preferred)

### Major Responsibilities and Duties:

1. Works a flexible schedule as needed to provide services at a time when community members can participate in the program.
2. Promptly meets and instructs assigned classes in the assigned locations at the assigned times; exercises professional judgment in absence from work.
3. Develops and maintains a classroom environment conducive to effective learning.
4. Prepares for classes assigned and shows written evidence of preparation upon request of immediate supervisor.
5. Sets example for students to follow in regard to positive standards of behavior.
6. Provides effective instruction according to currently accepted information on teaching and learning as measured by the Texas Teacher Assessment System, success of participants in achieving literacy goals, and the rate of attendance and participation of program participants.
7. Evaluates and provides documentation of participant progress by maintaining accurate, complete and correct records as required by law, district policy, program guidelines, and administrative regulation.
8. Cooperates with other members of the program campus, district staff and administration to achieve program and district goals, in upholding school rules, administrative regulations, and board policy.
9. Actively recruits participants for the program; assists in screening and determining program eligibility.
10. Provides for his/her own professional growth through an ongoing program of reading, attending district in-services, workshops, seminars, conferences and/or advanced coursework at institutions of higher learning.
11. Assists in upholding and enforcing school rules, administrative regulations and board policy.
12. Grooms and dresses appropriately.

**Adult Basic Education Part time Teacher**

- 13. Attends all meetings as required.
- 14. Upholds and adheres to safety rules and policies of the SISD safety program.
- 15. Supports the goals and objectives of the school district and follows all district policies.
- 16. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
- 17. Performs any other duties assigned by appropriate supervisor.
- 18. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

**Mental Demands/Physical Demands/Environmental Factors:**

**Mental Demands:** Reading; ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress

**Physical Demands/Environmental Factors:** Moderate standing, stooping, bending, and lifting

*This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of Board policy.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.