

Jordan School District
EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title: Adult Student Support Mentor	Job Family: 04
Department: Career and Technical Education	Lane Placement: 3
Supervisor's Title: Consultant	Contract: 180 Days *
FLSA Classification: _____ Non-Exempt	Hours per Day: 8
Original date: <u>07/08/2026</u> Revised: _____ Revised: _____ Revised: _____	

GENERAL FUNCTION

Under the supervision of the adult education program consultant, the **Adult Student Support Mentor** provides assistance to students enrolled in District Adult Education programs (e.g., Adult Basic Education, Adult High School Completion, English for Speakers of Other Languages, General Education Diploma, etc.).

*This position generally works Monday through Thursday and follows a 12-month calendar.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide assistance to adult learners in an effort to mentor these students and promote success and well-being.
- Assist students with orientation processes.
- Assist students in creating plans/goals and providing supports for students to be successful.
- Monitor data on each student (i.e. participation, grades, credits, personal and family needs, communications, etc.) and ensure the appropriate support personnel are updated.
- Assist students needing supplemental help with various school courses both in-person and online.
- May assist students in completing/submitting forms for registration, work credit applications, GED account creation, and state-required forms (i.e. GED Candidate and Adult Education Eligibility Forms, etc.).
- Maintain effective and positive communication with teachers, students, patrons, volunteers and district employees.
- Maintain confidentiality of student or District information by following District policies regarding confidential information.
- Added essential functions as outlined by the school/department.
- This position requires punctual and regular daily attendance at assigned work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High School Diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires two years of successful work experience in an office or classroom environment. Previous experience working with students in a classroom setting preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines.

Physical Requirements – Not limited to the following:

- Occasional lifting from floor to waist of up to 30 pounds
- Occasional walking, climbing stairs and balancing on slick surfaces.
- Constant keyboarding or using a computer mouse.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*