



Fabens Independent School District

821 NE "G" Avenue ♦ P.O. Box 697
Fabens, TX 79838
Phone: (915) 765-2600 ♦ Fax: (915) 764-2968
www.fabensisd.net

****AMENDED****
INTERNAL ONLY
CASE WORKER

SPECIAL PROGRAMS DEPARTMENT

Primary Purpose

Serve as a liaison between the home and the school district; disseminate and retrieve documents; assist with the ESSA budget; coordinate district-wide parental initiatives; conduct home visits and operate the Community Based Vocational Education Program, which includes training and transporting students to and from various worksites.

Minimum Certification / Education

- High School Diploma or Accredited General Equivalency (GED)
Note: Proof of U.S. equivalency must be provided if diploma is from outside the United States
- Valid Texas Driver's License
- One-year experience in a public education environment (preferred)

Special Knowledge / Skills

- Customer Service, Communication and Interpersonal Skills
- Bilingual (English and Spanish) (Required)
- Clerical and Computer skills (MS Office/Google), Data Entry and Basic Math
- Excellent skills in time management and organization skills

Location of Assignment: Special Programs Department

Salary: Commensurate to the 2020-2021 salary schedule

Employment Days: 197

Posted: AMENDED: 08/06/2020

Deadline: Until Filled

Human Resources Contact: Audry Ortegon -Galvan: Phone: 915-765-2600

For HR Use Only: Posting #331 / PCN#1252: Posted 07/24/2020

**Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.*