

## MARION COUNTY JOB DESCRIPTION

Position Title: Migrant Recruiter Assistant	Class Code: Coordinator I
Department: Special Programs	
Reports To: Migrant Advocate Recruiter	
Approved By: Marion County Board of Education	Date: September 2020

**SUMMARY:** The goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate with a high school diploma that prepares them for responsible citizenship, further learning, and productive employment.

- Meet and maintain contact with a child's classroom teacher(s) to determine levels of academic proficiency and how the migrant program can assist the child to achieve.
- Periodically meet with the child to see if he/she is performing well academically and is adjusting to teachers, peers, and school.
- Make home visits to: meet with parents/guardians; assess the home environment; determine needs of other children who may reside in the home; and seek the involvement of parents/guardians in their child's education through modeling, coaching, and placement of educational or training materials in the home.
- Maintain a log of activities and document services provided for migrant children and families in web app.
- Strongly encourage children with the greatest academic needs to participate in summer and/or intersession instruction and enrichment activities.
- The recruiter is familiar with the Electronic Certificate of Eligibility (ECOE) and completes the form with minimal or no errors.
- Conduct personal interviews with the parents of potential migratory students to identify, recruit and enroll all eligible students in the district under the age of 22 that haven't graduated from high school or received GED.
- Keep a daily log on any home or school visits made; any visits made to any agencies pertaining to recruitment.
- Keep a written record on file of the basis on which each child's eligibility was determined.

- Attends all local staff development activities and all migrant sponsored activities at the state and regional levels.
- Work with school personnel (school secretaries, family resource, attendance clerks, school bus drivers, teachers, and principals).
- Provide direct services for migrant students according to the priority for services (PFS) definition.
- Complete Out-of-School-Youth (OSY) profile and update in a regular basis to determine and deliver appropriate services.
- Assist OSY by referring them to EL programs, Family Literacy, GED program and other educational programs or provide them with direct services.
- Maintain confidentiality with migrant families and/or staff.
- Translate orally and in writing for teachers.
- Communicate with students in English and a designated second language.
- Complete any additional duties as assigned.

#### **EDUCATION and EXPERIENCE**

- Minimum of 48 college credit hours OR successful completion of the Kentucky Paraeducator Assessment OR completion of an Associate's Degree and experience working with youth in an organized setting as well as special needs, multi-cultural and multi-ethnic backgrounds. Must be bilingual.

#### **OTHER REQUIREMENTS**

- Willing to work a flexible schedule (some weekend and summer work required)

**SUPERVISORY RESPONSIBILITIES:** Supervises migrant students.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. .

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*