

Nyssa School District
Job Description

Job Title: Migrant Program Specialist

Reports To: Migrant Program Supervisor

FLSA Status: Classified

JOB SUMMARY

- Work collaboratively with school and district employees to coordinate Migrant parent involvement activities that support student achievement.
- Work to maintain and create new communication methods between Migrant parents, schools and the district about programs and activities.
- Work to recruit and identify Migrant families in need of services and support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

Bilingual English/Spanish is required. Needs to be flexible with time. Many evening events.

Minimum Qualifications

- Experience in school/community relations.
- Be 18 years of age or older.
- Possess linguistic and cultural expertise of the group served.
- Possesses and maintains a valid Oregon Driver's License.

Essential Functions

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish in both oral and written form.
3. Understand and follow oral and written instructions.
4. Work a flex-time schedule.
5. Maintain confidentiality.
6. Train and assist parent in using effective strategies to support student achievement.
7. Assist parents in feeling welcomed and actively engaged at the building and classroom level in their child's education.
8. Assist and train teachers in methods of working effectively with parents to improve student achievement.
9. Make assistance available to parents during convenient hours.
10. Develop a calendar of parental support activities and educational opportunities.
11. Develop and administer an annual survey to parents aimed at soliciting feedback on parental needs.
12. Connect parents with education and community resources to improve their own academic skills.

13. Knowledge of community resources available to families, students and schools.
14. Assist in recruiting/identifying eligible migrant students/families.
15. Determines what agencies, service organizations, businesses and industries in the community can provide supportive services that will assist the school in meeting the needs of migrant students/families.
16. Develops open lines of communication within the triad of school, community and migrant families.
17. Encourages parents/guardians to visit and to participate in school activities and committees.
18. Work with the students and their parents/guardians to encourage regular attendance and appropriate behaviors.
19. Keeps well-informed of all services available to migrant students/families such as day care, preschool, post-secondary education, health and welfare services, etc.
20. Participates in in-service programs as assigned by the Migrant Program Coordinator.
21. Develops a working knowledge of the interpretation and application of the relevant school law.
22. Uses referral system in providing supportive services to target group.
23. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
24. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
25. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
26. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
27. Assists parents and community members as needed.
28. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
29. Complies with professional development activities as required by the District.
30. Holds expectations for high performance of self and students.
31. Demonstrates computer literacy and operates software programs as related to job responsibilities.
32. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
33. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
34. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
35. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
36. Maintains appropriate certifications and training hours as required.
37. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
38. Appropriately maintains and secures confidential records and inquiries.
39. Professionally represents the school and the District in interactions with parents, community, staff and students.
40. Complies with applicable District, state, local and federal laws, rules and regulations.
41. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Criminal Justice Fingerprint Clearance
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee will use a district supplied vehicle.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. Possess and maintain a valid First Aid and/or CPR Card.
7. May be required to be a Designated First Aid Provider.
8. May be required to translate and/or interpret.
9. Occasionally performs other duties as required by supervisor.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

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.

- High school diploma or general education degree (GED); or at least five years' related experience and/or training including cleaning methods and materials and the use of custodial and maintenance equipment or equivalent combination of education and experience.
Associate's degree (A.A.) or equivalent strongly preferred. Previous experience working in sanitation, custodial or maintenance positions in a school setting preferred.
- Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
Demonstrated ability to successfully work with staff and public.
- Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to figure proportions, percentages, area, circumference and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
- Ability to safely operate hand tools, mowers and other power equipment.
- Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License, bloodborne pathogen training, and blood spill training. Previous asbestos training preferred.

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 regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is regularly required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds.

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 usually moderate, but occasionally high depending upon the student population and activities. The employee may be exposed to a variety of conditions including: wet or humid, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals and fumes, outdoor weather conditions, risk of electrical shock and vibration. Employee may be exposed to bodily fluids and bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

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I have read and understand this job description.

Signature:

Date:
