

Migrant Recruiter

Purpose Statement

The job of Migrant Recruiter is done for the purpose/s of recruiting migrant families to access migrant educational services through home visits and completion of a certificate of eligibility.

This job is distinguished from similar jobs by the following characteristics: it is a non job study position that is paid by a stipend.

This job reports to the District Migrant Specialist

Essential Functions

- Assists in the completion of Eligibility and Parent Authorization forms for the purpose of ensuring services to migrant students and their families in conformance with established guidelines.
- Assists in making home visits for the purpose of obtaining information needed to determine student eligibility.
- Assumes the role of migrant student/parent advocate for the school and the community for the purpose of informing school staff members concerning the special needs and services for migrant students and their families.
- Makes home visits for the purpose of consulting with parents on their child's progress at school, recruiting people for membership on the district's Parent Advisory Council, and/or consulting with parents regarding the health and well being of their children.
- Refers migrant students and their families to outside agencies for the purpose of ensuring that needed health care or other services are provided.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including computers and pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; safety practices and procedures; and stages of child development.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to

identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with frequent interruptions; and ability to read, write and communicate clearly in English. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 50% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

FLSA Status

Approval Date

Salary Range

Non Exempt