

Santa Maria-Bonita School District  
**MIGRANT DATA & RECRUITMENT SPECIALIST**

**BASIC FUNCTION**

Under the direction of an assigned supervisor, perform a variety of responsible, complex, and technical clerical duties requiring specialized knowledge and independent judgment; coordinate and organize a specific set of functional activities within a work unit; review and enter data from incoming Certificates of Eligibility (COE) and Basic Interview Pattern (BIP); enter and maintain MEES/First 5 data; maintain, monitor, and verify migrant education records; assist and provide ongoing support for aides and recruiters; assist with I & R Quality control.

**REPRESENTATIVE DUTIES**

Perform complex and technical clerical responsibilities related to an assigned function **E**; review COE's to ensure that they are current, complete, accurate, and compliant with all regulations **E**; certify COE's and all legal documents for the purpose of ensuring that all identified students meet state and federal guidelines for eligibility **E**; provide/enter information for the State Migrant student data system **E**; develop, organize, and retrieve records and reports, and access student information for the purpose of maintaining and ensuring quality control of student data **E**; interpret federal/state policies and regulations regarding migrant student eligibility **E**; provide guidance and support to staff in the proper identification of eligible students **E**; assist regional/district staff in implementing state and federal policies and regulations **E**; develop/compose summary reports, correspondence, and flyers for the purpose of submitting findings to appropriate personnel **E**; communicate with district/regional staff to ensure procedures are effective and efficient and that there is advocacy of the program **E**; develop, send, and process electronic files between recruiters and the (MSIN) Migrant Student Information Network or other related agency systems **E**; enter MEES/First 5 data into electronic database for reporting purposes **E**.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- Goals and objectives of the Migrant Education Program;
- Identification and recruitment practices and procedures;
- Recordkeeping and data compilation methods and techniques;
- State and federal laws, policies and regulations that relate to the Migrant Education program.
- Cultural characteristics and lifestyle of migrant families
- Correct English usage, grammar, punctuation, spelling and vocabulary
- Computers and software used by the Migrant Education program and the district

Ability to:

- Speak, read and write English and Spanish fluently;
- Type 50 words per minute;
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Plan and organize work;
- Maintain records and prepare complete and concise reports;
- Work independently;
- Communicate effectively both orally and in writing;
- Work cooperatively with others and establish and maintain effective working relationships;
- Work a flexible schedule as needed.
- Understand and carry out oral and written directions.
- Operate a variety of office equipment, such as computers and related software, copy and fax machines, calculators, telephones, etc.
- Maintain confidentiality of privileged information obtained in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from high school and sufficient training to demonstrate the knowledge and abilities listed above, and two years of responsible and technical clerical experience.

**LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License;

Insurability by the District's liability insurance carrier

**WORKING CONDITIONS**Environment:

Office and school environment

Physical Abilities:

Sitting for extended periods of time;

Dexterity of hands and fingers to operate office equipment,

Seeing to read a variety of reports and fiscal data;

Kneeling, crouching or bending at the waist to retrieve and store files;

Reaching overhead, above shoulders and horizontally and bending at the waist to store and retrieve files and equipment

Hearing and speaking to exchange information.

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Approved: May 13, 2009