

**Santa Maria-Bonita School District**  
**MIGRANT/ HOMELESS FAMILY ADVOCATE**

**BASIC FUNCTION**

Under the direction of the Director of Migrant Education or assigned supervisor, provide advocacy in the areas of parent involvement, academic programs, health, career and vocational assistance, and assist migrant and homeless families with personal and social needs; coordinate referrals and serve as liaison between the migrant and homeless programs, schools, parents, students, and community agencies; coordinate parent programs and student support services, and communicate with parents, schools and community agencies to provide a variety of information related to programs, activities, and events; translate materials and information in a designated second language.

**REPRESENTATIVE DUTIES**

- Conduct needs assessment via student/parent conferences, parent meetings, surveys, home visits and review of cumulative records and student information system;
- Compile information, prepare reports and summaries, and maintain files and records of assigned programs, including enrollment, attendance, assessments, progress reports, needs assessments, individual plans, surveys and service records;
- Coordinate referrals of migrant students, provide staff with information obtained from home contacts and visits, and contact schools and agencies to solicit assistance and support for students and families;
- Enroll students and parents in programs and events, enter attendance, and monitor attendance and services provided; follow up where needed, make home visits to obtain signatures for certificates of eligibility for the assigned programs;
- Coordinate parent programs and conferences at the local, regional, and state level, including registration, lodging, meals and transportation;
- Coordinate parent meetings and participate in parent advisory council meetings, parent-teacher conferences and a variety of meetings related to program activities;
- Prepare parent newsletters, flyers, agendas, sign-ins, and meeting minutes;
- Organize elections of parent advisory committees, student, alumni and parent representatives;
- Promote parent involvement, prepare parent instructional materials, and provide orientation and training to parents and migrant staff on parent programs and student services, home learning activities, child development and other parent involvement areas;
- Explain Migrant Education and Consolidated Project programs and materials, policies, procedures and goals to parents and students;
- Prepare requisitions, store, distribute and maintain an inventory of parent materials;
- Serve as an advocate and liaison and develop channels of communication between the programs, school, family, and relevant community agencies;
- Maintain communication with parents by telephone, mail and home visits;
- Provide information related to students' progress, results of a variety of tests, attendance and school events, activities and programs;
- Serve as interpreter for program related duties, translate written materials, and assist non-English speaking students and families during enrollment and meetings with community agencies or social services providers;
- Provide transportation for students and/or families, when necessary;
- Perform a variety of complex and technical clerical duties as assigned;
- Operate a variety of office equipment including computer terminal, copier, transcription and word processing equipment, computer and typewriter to input and extract data from an automated information management, storage and retrieval system
- Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### Knowledge of:

Community resource organizations including social/welfare agencies and federal, State and County agencies;  
Modern office practices, procedures and equipment, including data management, storage, and retrieval systems;  
Policies and objectives of assigned program and activities;  
Record keeping techniques;  
Oral and written communication skills in a designated second language;  
Interpersonal skills using tact, patience and courtesy;  
Telephone techniques and etiquette.

### Ability to:

Perform liaison duties between the migrant and homeless programs, schools, parents and community agencies;  
Conduct interviews for the purpose of providing and obtaining information;  
Speak, read, and write a designated second language as assigned;  
Understand and follow oral and written directions;  
Establish and maintain effective working relationships with others;  
Analyze situations accurately and adopt an effective course of action;  
Operate office machines including computers, calculators, copiers, transcribers, scanners, and facsimile;  
Input, manipulate and format text and data using word processing, spreadsheet and mainframe interface software;  
Utilize alphabetical and numerical filing systems;  
Compose correspondence and written materials;  
Maintain records and prepare complex reports;  
Perform complex and technical tasks;  
Observe legal and defensive driving practices;  
Read, interpret, and follow rules, regulations, policies and procedures;  
Work effectively in a multi-ethnic setting;  
Work an irregular schedule, when necessary;  
Travel locally and within the state and county.  
Type 50 words per minute

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to: Graduation from high school. with additional coursework in social services, sociology, education, health, or related field or combination of sufficient training and coursework to demonstrate knowledge and abilities listed above, and three years of experience working with students and families; bilingual, multicultural, and biliterate background in designated language.

## **LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License.  
Current CPR/First Aide Certificate.

## **WORKING CONDITIONS**

### Environment:

Office and school environment;  
Driving a vehicle to make home visits and use own transportation if necessary;  
Constant interruptions;

Adverse weather conditions.

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Migrant/Homeless Family Advocate, continued

Physical Abilities:

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and parents;

Seeing to read and translate various materials;

Dexterity of hands and fingers to operate office equipment.

Sitting or standing for extended periods of time;

Climbing a stepladder to retrieve equipment and materials;

Must be able to lift and/or move light to moderately heavy objects up to 25 pounds;

Reaching overhead, above the shoulders and horizontally;

Kneeling or crouching

Range: 28

Days: 246

Board Approved: 05/13/2015