

Santa Maria-Bonita School District MIGRANT EDUCATION RECRUITER

BASIC FUNCTION

Under the direction of an assigned supervisor, initiate the identification and recruitment process for new participants into the Migrant Education Program; give direction and assistance regarding Migrant Education Program, school and community services available; assist the office staff in the maintenance of documents, concentrating on the resigment process for currently enrolled participants.

REPRESENTATIVE DUTIES

Assist office staff as part of the identification and recruitment component of the program, including enrolling and withdrawing students in the Migrant Education Program **E**; visit homes to assure that all eligible students have been identified **E**; assist Migrant Resource teachers in varied aspects of the district migrant program, e.g., contacting parents, sharing information with teachers and aides, being present at day and/or evening meetings as needed **E**; confer with parents regarding enrollment, health information and student problems **E**; encourage parental participation in the program **E**; explain the varied elements of the Migrant Program and how it can benefit the students **E**; using available technology, prepare activity reports and other documents required by the Program Director and the Federal/State Department of Education **E**; assure confidentiality of records **E**; make appointments and provide for students' transportation to health facilities as needed **E**; serve as a liaison between the district and the Migrant Regional Office **E**; contact private organizations, employers of migrant agricultural workers and service agencies/clubs to solicit assistance and support for migrant students **E**; assist with periodic training of migrant staff **E**; plan and organize various related programs and projects **E**; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Goals and objectives of the Migrant Education Program;
Identification and recruitment practices and procedures;
Social/welfare agencies in the community;
Recordkeeping and data compilation methods and techniques;
Community parent advisory committee rules, regulations and procedures;
Cultural characteristics and lifestyle of migrant families.

Ability to:

Speak, read and write English and Spanish fluently;
Locate migrant families;
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.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School and three years experience working with students in special programs including the Migrant Education Program.

LICENSES AND OTHER REQUIREMENTS

Valid California Driver's License;
Insurability by the District's liability insurance carrier.

WORKING CONDITIONS

Environment:

Office and school environment;

Driving a vehicle to conduct work;

Adverse weather conditions;

Home visits throughout the school year, including evening and possibly weekend home visits;

Attendance at state-sponsored meetings.

Physical Abilities:

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

Seeing to read various materials.