

	<p align="center"><b>Classified Position Description</b></p> <p align="center"><i>Migrant Recruiter/ Home Liaison</i></p>	<p>Initial Date: January 27, 2003  Board Approval: January 27, 2003  Revision Date:  Personnel Commission: January 15, 2003  Range: 51  Reports to Migrant Program Administrator</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the supervision of the Migrant Education Program Administrator, identify and determine a migrant student’s eligibility for the Migrant Education Program. Provide instructional and community services assistance to program participants; encourage parent involvement in the Migrant Education Program. Collect and compile information regarding district migrant students. Provide a communication link among schools, community, students and parents regarding program eligibility, services and activities. Certificate of Identification and Recruitment required. Bilingual/biliterate (English/Spanish) required.

**DISTINGUISHING CHARACTERISTICS**

This job class reports to the Migrant Education Program Administrator. Flexible eight hour day and work year during peak or priority periods may occur.

**REPRESENTATIVE DUTIES**

- Identify and determine a migrant student’s eligibility for the Migrant Education Program and ensure that the information is recorded on the Certificate of Eligibility.
- Assist in the enrollment of all migrant students in the Migrant Student Information System (MSIS).
- Make home site visits to parents to identify and recruit enrollees, to validate eligibility and to communicate purpose of the Migrant education Program.
- Assist in updating list of migrant students to program personnel and district staff.
- Identify migrant students with assigned schools; verify eligibility of prospective enrollees with student’s family members, friends and current or previous school sites.
- Work with the Enrollment Center to access enrollment information for the purpose of identification and recruitment of migrant students.
- Participate in all parent involvement activities related to the migrant students. Encourage parent participation in advisory committee meetings and other district/school programs.
- Assist Migrant Education staff with program support services and the communication with migrant families regarding community and health services.
- Assist in the development and implementation of a plan for the school sites and local employers to identify migrant students.
- Attend inservices, training sessions and workshops concerning functions and activities.
- Performs other related duties as required.

**EMPLOYEE STANDARDS**

**Knowledge, skills and abilities required:**

- Knowledge of Spanish language, culture, and heritage.
- Knowledge of local community services available.
- Ability to relate to parents, school, and regional personnel in a professional manner.
- Ability to understand and to follow oral and written instructions.
- Ability to communicate tactfully and effectively both in oral and written form in English and Spanish.
- Knowledge of basic bookkeeping.

## **WORKING CONDITIONS**

- Occasional walking and standing.
- Periodic handling of light to medium weight parcels and supplies.
- Frequent outdoor work environment.
- Some office/desk work.

## **ENVIRONMENTAL CONDITIONS**

- Indoor office environment, school setting
- Temperature – normal climate
- Travel to various sites to collect information

## **CONTACTS**

- Daily contact with office staff
- Regular contact with migrant families
- Regular contact with community members and outside agency personnel

## **EDUCATION EXPERIENCE**

- High School graduation plus any combination of training and experience that demonstrates possession of required knowledge, skills and abilities.
- Occupational certificates/licenses.
- Certificate of Identification and Recruitment Required.
- Valid California Driver's License and automobile insurance.
- Valid first aid and CPR certificates.

## **EMPLOYMENT STANDARD**

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.