

JOB DESCRIPTION
San Diego County Office of Education

Coordinator, Migrant Education

Purpose Statement

The job of Coordinator, Migrant Education is done for the purpose/s of planning, developing, implementing and monitoring the migrant education service agreement and its related programs; coordinates and directs the delivery of supplemental services to migrant students, parents and instructional staff; supervises certificated and classified staff; and provides technical, specialized, consultative, advisory and planning services to district administrators, instructional staff, students and parents.

This job is distinguished from similar jobs by the following characteristics: the educationally related activities defined as "services" unique to migrant students, which are instructional and/or support services not to exceed 30% of the job description. Administers supplemental instructional and summer school programs unique to migrant students across multiple districts in Region IX in coordination with district partners as per migrant education service agreements.

Essential Functions

- Analyzes data (e.g. student assessment data, migrant family demographics, etc.) for the purpose of determining professional development needs for staff, identifying academic and health/safety needs of student groups or individuals, and preparing student data reports for district and state use.
- Collaborates with a variety of groups and/or individuals (e.g. community organizations/agencies, health department, state agencies, district Directors, Assistant Superintendents and/or Superintendents, District Nutritional Supervisors, etc.) for the purpose of linking students and families to necessary services, overcoming cultural language or economic barrier to services, and bringing support programs into schools.
- Coordinates health services to migrant students (e.g. nurses from local universities, social workers from local universities, dentistry from USC, other regional programs, health department, mental health agencies, etc.) for the purpose of delivering comprehensive services and supports to meet the needs of students and their families.
- Develops and administers area budgets and related financial activities (e.g. staff mileage reports, time sheets for external consultants, budget transfers, liability insurance for summer programs, PeopleSoft Accounting program troubleshooting, etc.) for the purpose of ensuring that migrant funded resources adhere to specifications of the budget and delivery of program services.
- Develops and administers a variety of programs across multiple districts throughout the year (e.g. After-School programs, summer school programs, independent study programs, online programs, Migrants' Literacy Project, etc.) for the purpose of providing additional educational options and innovative approaches to serving migrant students.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. student records, compliance reports, personnel evaluations, parent interview results for comprehensive needs assessment at the home with 30 days of entry, current Needs Assessment document, Individual learning plans, migrant student record transfer system documents, etc.) for the purpose of compiling and documenting activities in compliance with funding requirements.

- Manages and administers program components (e.g. securing facilities, hiring and supervising all teaching personnel/temporary classroom assistants, external consultant timesheets and contracts, transportation for students and often parents to services through districts or private transportation agencies, purchase of materials/foods for all events, etc.) for the purpose of developing comprehensive services and supports to meet the needs of students and families and meeting grant/program/district guidelines.
- Organizes, directs and leads parent support activities (e.g. Parent Advisory Committee meetings, evening and daytime parent education workshops, etc.) for the purpose of involving parents in activities that support their children's education.
- Participates in meetings, workshops, trainings, and seminars (e.g. presentations to District staff regarding ME programs, Regional Parent Advisory Council meetings, State Directors meetings, North County Latino/Migrant parent conference, university planning committees, State University Leadership conferences, etc.) for the purpose of conveying and/or gathering information required for the fulfillment of the service agreement and its related functions.
- Performs personnel administrative functions (e.g. hiring, assigning, evaluating, supervising, coaching, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget, and to assure compliance with SDCOE and CDE regulations and guidelines.
- Plans and coordinates professional development for instructional staff at assigned school sites across multiple districts (e.g. evaluates instructional programs, models instruction at various sites, coaches the delivery of instruction, customizes assessments, analyzes assessment used in planning instructional services, implements regional instructional programs, etc.) for the purpose of ensuring instructional methods address the needs of students, improve student achievement and meet established program/service requirements.
- Prepares service agreements and its many components (e.g. program description, budget, professional development for staff and parents, facilities, instructional materials, etc.) for the purpose of identifying services to be provided during the year and summer for multiple school districts.
- Serves as liaison to school and district administrators and staff, parent and community groups, local university staff, and external government agencies for the purpose of conveying information, promoting and maintaining ongoing support for Migrant Education (ME) programs.

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, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software programs, planning and managing projects, preparing and maintaining accurate records, supervising personnel; analyzing budgets; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; counseling and mentoring employees.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: migrant education and cultural; adult education; program administration; codes/laws/rules/regulations/policies; knowledge of community resources; methods of instruction and training; practices of personnel administration.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; 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, meeting deadlines and schedules, negotiating contracted services, setting priorities and working under time constraints, organizing and communicating information and concepts, interpret and utilize data, and working extended hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often 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 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Certificates

Administrators Credential
Teaching Credential

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status: Exempt

Salary Range: Certificated Management Grade 45

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