

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: MIGRANT RECRUITER

REPORTS TO: Coordinator of ELL & Migrant Services

EXEMPT STATUS: Non-Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Identify, recruit and enroll eligible migrant students residing in the assigned District; maintain communication between migrant families and the schools.

REPRESENTATIVE DUTIES:

- Apply and explain federal regulations pertaining to the migrant education program.
- Attend recruiter meetings and other training sessions sponsored by the State Department of Education.
- Abide by standard procedures and practices contained in the State Identification and Recruitment Handbook and other directives issued by the State Department of Education.
- Identify eligible migrant students residing within the boundaries of the assigned school District.
- Complete Certificate of Eligibility and Health Data Entry Forms; obtain a parent signature for documentation of eligibility for eligible students; submit completed and signed Certificates of Eligibility and Health Data Entry forms to the assigned clerk.
- Work under the supervision of an assigned director; assist school principals, teachers, secretaries and nurses in maintaining related records.
- Communicate between home and school, continually striving to maintain positive communication.
- Assist an assigned administrator with the recruitment of parents for membership in the Parent Advisory Council and with related activities.
- Provide or facilitate supportive services to migrant children or to their families as necessary; enable migrant children to receive a sound education.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal regulations pertaining to the migrant education program.
- Correct oral and written usage of English and a designated second language.
- Oral and written communication skills.
- Public speaking techniques.
- Laws, rules and regulations related to assigned activities.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Read, write, translate and interpret English and a designated second language.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and one year experience working with multi-cultural clientele.