

JOB DESCRIPTION
San Diego County Office of Education

MIGRANT EDUCATION PROGRAM ADVOCATE II

Purpose Statement:

Under general direction, identifies and recruits eligible migratory children and youth (preschool through age 22); verifies the accuracy of eligibility information and documents provided by program applicants; provides supplemental instructional, health, and social services to migrant children and their families; and serves as a link between program, home, school, and community agencies.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives and being accountable for one's actions and the resulting impact.

Distinguishing Characteristics:

Migrant Education Program Advocate II's may perform all the job duties in the Migrant Education Program Advocate I job class, and in addition, will obtain and verify the eligibility documents for program candidates, and will provide technical direction and support to the Migrant Education Program Advocate I job class.

Supervision Received and Exercised:

Administrative direction is provided by the Migrant Education Project Specialist.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Schedules and performs identification and recruitment duties defined by state and federal requirements to meet program goals.
- Conducts home visits to obtain eligibility documents and information and assess student needs.
- Reviews, verifies and assures accuracy of information submitted to determine eligibility for program services under established state and federal regulations and guidelines.
- Makes presentations to parents, school and district staff, and community groups regarding the Migrant Education Program and available community resources for migrant students.
- Provides technical support and training for school districts and Migrant Education Program staff, as needed.
- Conducts home, work, or school site visits to identify and interview families to determine their eligibility for the Migrant Education Program.

- Assists migrant families in obtaining health, social, educational, or other support services.
- Acts as a liaison between students, school staff, and community agencies.
- Fosters relationships and strategizes with school and district staff regarding identification, recruitment, and migrant student needs.
- Monitors credit accrual and student attendance to provide guidance in academic achievement.
- Provides coaching in a wide variety of life skills to increase awareness of common issues facing the migrant population.
- Provides information on and makes referrals to educational, health, community, and State and Federal agencies as needed.
- Records contacts made and services provided in online systems, spreadsheets, and logs, as directed.
- Completes and submits required forms, reports, and work by established deadlines.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE:

Target communities and cultures.

Current office methods, practices, and procedures, including record-keeping, filing systems, and equipment.

The English and Spanish languages, including pronunciation, spelling, grammar, punctuation, vocabulary, and comprehension.

ABILITY:

Understand and implement Migrant Education objectives and functions.

Adhere to state and federal Migrant Education regulations, guidelines, and performance standards.

Relate to and understand the strengths and challenges of the migrant population.

Respond with sensitivity to the stated needs of the migrant students and parents.

Communicate with tact, patience, and courtesy.

Establish and maintain effective working relationships with migrant parents, school district staff, and administrators by being patient and willing to answer questions.

Explain technical/procedural information clearly to parents and check for comprehension.

Operate a computer and applicable software proficiently.

Record and input information with accuracy.

Participate as part of a team.

Manage time, prioritize tasks, and meet deadlines.

Read, write, and speak English and Spanish fluently and effectively.

Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

Language Requirement

This classification requires oral competency and literacy in Spanish and English, and the ability to translate orally and in writing from English to Spanish and Spanish to English.

Working Environment:

ENVIRONMENT:

Office, home, school site, family residences, and outdoor settings.

Incumbents are required to work throughout San Diego and Orange County as assigned and must have reliable transportation.

Travel to backcountry areas is a regular part of this assignment.

Migrant Education Program Advocates may be asked to accommodate a flexible work schedule as the need arises which may include evening and weekend hours.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience: Two years of experience working with children, families, community groups, and public agencies; and

Education: Completion of at least 48 semester units at an institution of higher education; or An associate's (or higher) degree; or Pass a qualifying examination to demonstrate the ability to assist in instructing, reading, writing and mathematics and completion of college-level course work in general academic subject areas.

Equivalency: A combination of education and experience equivalent to 1) Completion of at least 48 semester units at an institution of higher education; or 2) An associate's (or higher) degree; or 3) Pass a qualifying examination to demonstrate the ability to assist in instructing, reading, writing and mathematics and completion of college-level course work in general academic subject areas; and two years of experience working with children, families, community groups, and public agencies.

Required Testing

Migrant Education Program Advocates must meet the paraprofessional requirements of the Every Student Succeeds Act (previously referred to as the NCLB Act), which can be satisfied by one of the following:

Completion of at least 48-semester units at an institution of higher education;

Obtained an associate's (or higher)

Migrant Education Program Advocate II

Certificates, Licenses, Credentials

Valid California driver's license and availability of reliable private transportation to and from field assignments.

Within one year of appointment, incumbents must qualify for state certification for accurate identification and recruitment of migrant students.

degree;

Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 046

Personnel Commission Approved: 06/04/2016

Revised: 01/2022; 07/2022