

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: MIGRANT PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of the Director-Instructional Services, coordinate, identify and implement supplemental education services to address the needs of Migrant Education students; serve as a liaison and informational resource regarding Migrant Education and related community services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate, identify and implement supplemental education services to address the needs of Migrant Education students; implement services for families and monitor, assess and adjust activities in response to student and family needs; provide supplemental counseling and pupil personnel services

Work with parents in various parent involvement activities to support migrant student's educational programs; design, plan and facilitate general parent meetings and Parent Advisory Committee (PAC) activities; refer families to programs, services and community resources as appropriate

Collaborate and coordinate communications between various programs, District, and school personnel to assess student needs and develop academic and counseling programs; conduct outreach and make program presentations to school personnel, school boards, parents, and community organizations; promote the program during various school and community events.

Participate in program evaluation and research and provide recommendations concerning Migrant Education policies and procedures; develop programs to reduce high incidences of migrant student dropout rates.

Compile information and prepare and maintain various records and files related to students, families, progress, contacts, programs, services and assigned activities; prepare monthly reports; submit progress reports, needs assessments and evaluations to migrant region; maintain current migrant student information in appropriate database.

Coordinate, schedule, attend and participate in various meetings as directed; participate as a member of the Student Study Team (SST); reserve and arrange related facilities, food, transportation, speakers and services as appropriate; prepare and distribute related agendas and flyers; attend and participate in various training sessions, workshops and high school student support activities as assigned.

Establish and maintain partnerships with a variety of community agencies and service providers to facilitate and enhance resources available to migrant families; collaborate with schools and community agencies in providing assistance to students.

Provide support to current and former migrant students as an advisor to the Migrant Club which promotes higher education, leadership development, and community service.

Provide direction and leadership for the Advancement Via Individual Determination (AVID)

intermediate and high school instructional program; communicate with teachers, counselors and outside organizations regarding AVID students and services; prepare AVID progress reports and submit to appropriate agency.

Train and provide work direction to assigned personnel; participate in the selection of classified and certificated staff, volunteers, students and others.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; operate a projector and camera; drive a vehicle to conduct home and site visits and provide services.

Prepare, distribute and respond to a variety of correspondence; maintain and update program documentation including various records, lists, and reports as directed.

Collaborate with the Director and finance personnel to manage the district service agreement budget, and the PAC and Migrant Club budgets.

Interpret and translate communications and materials related to program services and activities for families and District personnel as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School systems, laws, regulations, policies and procedures.

Applicable laws, education codes, policies and guidelines related to Migrant Education.

General principles, practices and techniques of providing educational guidance to students and families.

Community resources, services and programs related to the needs of migrant families.

Design and implementation of the district service agreement.

Interviewing and advisement techniques.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of migrant families.

Correct oral and written usage of English and a designated second language.

Current State-adopted curriculum and assessments.

Operation of a computer, assigned software and educational technology systems.

AVID and English Learner program policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Public relations and public speaking techniques.

ABILITY TO:

Coordinate, identify and implement supplemental education services to address the needs of Migrant Education students.

Serve as a liaison and informational resource regarding program and related community services.

Compile and review family information to determine qualifications and Program eligibility.

Interview and assess students and families in the identification of educational needs and issues.

Participate in the identification and recruitment of families for Program participation.

Coordinate and conduct community service assistance programs for Migrant Education participants.

Establish and maintain collaborative partnerships with community resources.

Monitor and assess student and family needs and progress.

Provide direction and leadership for the AVID intermediate and high school instructional program.

Read, write, translate and interpret English and a designated second language.

Refer families to community resources, services and outside agencies as appropriate.

Assist families with completing various enrollment forms and applications.

Operate a variety of office equipment including a computer and assigned software.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in counseling or related, three years of classroom teaching experience including one year experience in a culturally and economically diverse educational environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid and appropriate California Teaching Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Employee_____Date_____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017