



JOB DESCRIPTION

Migrant Liaison



Reports to:	Coordinator of English Learners and Instructional Support	Employment Group / Salary Range:	CSEA Range L
Dept:	Educational Services	FLSA:	non-exempt
Annual Work Days:	185	Formal Review Date: Board Approval Date:	8/30/24

PRIMARY FUNCTIONS

The primary function of the Migrant Liaison is for the purpose/s of providing support to the instructional program by using bilingual skills to serve in a liaison capacity between district/site personnel and students, parents/family members, government agencies, and community agencies; enhancing student learning and minimizing barriers of migrant, homeless, foster youth and bilingual families; facilitating administrative processes; providing information on services available to eligible students and families; and facilitating communication.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs liaison duties among schools, local agencies, migrant students and families.
- Communicates with the assigned County Office of Education Migrant Coordinators to access a list of students who are eligible for migrant services.
- Communicates with the Coordinator of English Learner and Instructional Support regarding Migrant Services.
- Receives contact information for students who qualify for migrant services and calls parents to inform of confirmed migrant status and eligibility for services.
- Communicates with and actively links parents to inform them of migrant services (after school Migrant Tutoring, Migrant Summer Services) available and invites them to enroll their students.
- Answers questions about the Migrant program and services received (curriculum, small group instruction, transportation, online access, etc).
- Maintains communication with parents to inform them of the Migrant Tutoring schedule, the teacher their child will be assigned to, follow up with absences, and communicates when the teacher will need to cancel a session.
- Provides parents with technical assistance with logging into online platforms when doing online work at home.
- Develops trusting relationships with parents (communication with families when in another state or country).
- Provides information and materials to migrant families to assist them in utilizing community services and resources, and refer migrant families to local agencies or school services as appropriate.

- Keeps records of migrant eligibility; monitors migrant student enrollment in our student database system and adds start and end dates.
- Keeps records about planned return dates when families are out of state (adds to monitoring notes).
- Communicates with teachers regarding their roster for after school Migrant Tutoring.
- Identify academic intervention services for migrant students found “at risk”.
- Assist in formulating educational goals and objectives for migrant students.
- Represent the District at a variety of meetings and participate in workshops and conferences as directed.
- Attends District and community functions to support outreach efforts as needed.
- Under the supervision of a credentialed teacher, may facilitate small group instruction during after school tutoring, homework help and/or intervention to small groups of students.
- On occasion, when asked, has access to monitor student completion of online lessons and prints out certificates of completion.
- Compile, maintain, and audit program data and prepare reports, when needed.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an associate degree program or 48 semester units (NCLB) and recent paid or volunteer experience working with school-age children; or an equivalent combination of training and experience.

Licenses, Certificates and Other Requirements:

- A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance program may be required in some assignments.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Community outreach and nontraditional grass roots communication
- Strategies used in community organizing
- Parent advocacy, parent organization, empowerment, and community engagement
- Experience in parent advocacy, community organization, or related areas
- Proficient, specialized duties, computers and other office equipment
- Effective oral and written English communication techniques
- Specialized record-keeping techniques
- Correct English usage, grammar, spelling, and punctuation
- Telephone techniques, systems and etiquette
- District policies, applicable sections of the State Education Code and other laws and regulations

Skills and Abilities to:

- Communicate effectively, both orally and in writing, with staff and community in a multi-ethnic educational environment
- Ability to work with parents in multicultural programs and services
- Develop and maintain good working relationships with school staff, parents and the general public; and prepare accurate, concise data and materials
- Receive and give information over the telephone and/or in person in a courteous manner
- Communicate effectively with parents, students, staff and the general public
- Maintain records and prepare accurate records
- Understand and carry-out oral and written instructions
- Maintain cooperative working relationships with students, staff, parents and the general public
- Maintain consistent attendance
- Convey an understanding and patient attitude toward staff, students and parents
- Maintain the privacy of confidential information
- Visit homes, for purposes of building relationships
- Experience, understanding, and maintaining cooperative and effective relationships with persons of culturally and linguistically diverse backgrounds
- Other duties as assigned

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed