

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Project Specialist, Migrant Education**

**Purpose Statement**

Under administrative direction, the Project Specialist, Migrant Education Program will organize and direct the activities and operations of the identification and recruitment functions for the Region 9 Migrant Education program; develop and recommend program policies and procedures and assure quality control and compliance with state and federal requirements; and train, support, and evaluate the performance of assigned staff.

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**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.

**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:**

- Coordinates, develops, and implements identification and recruitment program policies and procedures for the Migrant Education Program to ensure compliance with state and federal requirements.
- Conducts in-service trainings and serves as a resource for regional, county office, and school district staff on procedures for student identification, recruitment and data reporting as needed.
- Compiles, evaluates, and summarizes identification and recruitment information and data to ensure accuracy; manages the Region 9 Migrant Student Information Network (MSIN) to create, transfer and upload electronic student data files and to locate migrant students within the state.
- Participates in program planning and the development of grant applications; assists in the preparation of budgets and allocation of funds for identification and recruitment, family, and health services.
- Establishes and maintains communication and collaboration with a wide variety of agencies and businesses, such as schools, districts, agricultural employers, community organizations, and the public regarding Migrant Education program objectives, services, and identification and recruitment of migratory children.
- Compiles, evaluates, and summarizes identification and recruitment information and data to ensure accuracy; evaluates and determines the effectiveness of established activities and

implements quality control procedures in compliance with California Department of Education guidelines and deadlines; recommends program changes or modifications as appropriate.

- Maintains awareness of and ensure compliance with relevant Federal and State laws and regulations, San Diego County Office of Education Board Policies and Administrative Regulations.
- Prepares and delivers presentations for migrant education classified staff for professional development and potential client recruitment on topics related on Migrant Education services and/or California Department of Education identification and recruitment practices.
- Collaborates with other program content experts and community agencies on coordinated projects and to identify funding sources and opportunities to secure resources and services for migratory children and parents.
- Coordinates outreach efforts and informational campaigns on Migrant Education programs and services.
- Prepares and disseminates identification and recruitment event schedules, announcements, and other written communications in English and Spanish, and a variety of reports and correspondence related to assigned programs, activities, and functions.
- Visits schools, community organizations, agricultural employers, and other prospective client organizations to promote Migrant Education identification and recruitment programs and services.
- Performs personnel administrative functions (e.g. hiring, assigning, evaluating, supervising, etc.) for the purpose of enhancing productivity of personnel and achieving objectives within budget, and to assure compliance with regulations and guidelines.

### **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**

#### **Knowledge and Abilities**

##### KNOWLEDGE of:

Human centered and socially conscious leadership;

Federal and state Migrant Education Program regulations, performance standards and guidelines, including Migrant Education identification and recruitment policies and procedures;

Principles and techniques of training and leadership, problem-solving, and conflict resolution;

Migrant Education system for service delivery;

Budget preparation and control;

Basic digital recordkeeping techniques including assurance of accuracy and information privacy;

Community resources and the cultural needs and challenges associated with migratory students and families, as well as sociocultural elements;

Principles and practices of program planning, data collection and analysis, and reporting;

Research methods and techniques;

Operating standard office equipment including using a variety of software applications;

Principles, practices, and techniques of effective presentations;

Promoting equity in education and multilingual education concepts and issues;

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

**ABILITY to:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Effectively organize, manage and prioritize multiple, concurrent program tasks;

Effectively interpret and apply appropriate policies, laws, codes, rules and regulations;

Communicate positively and effectively, both orally and in writing;

Utilize technology to manage program responsibilities, including operating a computer and standard software;

Collect and assemble data for analysis, progress monitoring, and improvement of procedures and practices;

Establish and maintain cooperative and effective working relationships with others;

Work effectively with a variety of institutions, service recipients, and partners;

Work independently with little direction and exercise ethical judgment in making decisions;

Maintain and ensure confidentiality of lists and records containing personally identifiable information;

Train, supervise, and coach assigned staff;

Coordinate and assign work to staff to meet established deadlines;

Remain flexible to program evolutions and committed to program values;

Speak, read, and write fluently in Spanish and English.

**Working Environment**

Office setting, outdoors, community or business locations, agricultural fields, and labor camps with varying conditions. Incumbents in this classification are required to work throughout San Diego and Orange Counties, must be able to drive a vehicle and have reliable transportation. Incumbents in this classification may be required to accommodate a flexible work schedule as need arises which may include evening and weekend hours. Travel to other SDCOE, school district, or partner locations will be required as part of this assignment.

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**Experience:** Three (3) years of experience in a specialized area related to Migrant Education programs and services. Experience with the identification and recruitment of migratory children is preferred.

**Education:** Bachelor's degree in administration, public administration or related field.

**Equivalency:** Any combination equivalent to: a bachelor's degree in education or field closely related to the classification and three (3) years of experience in a specialized area related to Migrant Education programs and activities. Experience with the identification and recruitment of migratory children is preferred.

**Required Testing**

N/A

**Certificates**

Valid CA Driver's License

**Continuing Educ./Training**

N/A

**Clearances**

Criminal Justice

Fingerprint/Background Clearance

Drug Test

TB Screen

FLSA Status: Exempt

Salary Grade: Classified Management Grade 035

**Personnel Commission Approved: December 18, 2019**

Revised: 10/2024