



Job Description

POSITION TITLE: Migrant Service Tutor # 2256
Migrant Education

SALARY PLACEMENT: CSEA 2 Salary Schedule
Range 007

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or equivalent. Bilingual/biliterate in Spanish and English. One year experience working with children in an educational setting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

AA Degree. Three years experience working with children in an educational setting.

SKILLS AND ABILITIES:

Bilingual/biliterate in Spanish and English. Proof of valid California driver's license and be eligible to drive under SJCOE driving requirements. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under direction of the Director of Migrant Education, Program Manager II, and Coordinator, the Migrant Service Tutor will support instruction to individual students in a home or a classroom setting. All programs, both classroom and home based, will focus on preparing students to successfully meet state academic standards. Migrant Service Tutor will involve parents in the process.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Assist migrant students in the development of their academic skills.
2. Assist students in meeting academic content standards for their grade level.
3. Provide instructional tutoring in the home of the students identified.
4. Organize and maintain schedule of student and parent contacts.
5. Communicate with the students' classroom teachers to identify their academic needs.
6. Communicate with parents and teachers regarding students' academic progress.
7. Assist the Migrant Early Childhood Specialist with home-school articulation.
8. Attend training on how to enhance the development of the academic skills of migrant students.
9. Attend all Migrant in-services and meetings as required.
10. Maintain records and submit reports in an accurate and timely manner.
11. Be a resource for the migrant students regarding other learning opportunities.
12. Maintain a positive and professional attitude at all times towards migrant children, parents, staff, and community members.
13. Provide a safe, stable environment conducive to the development of the children's concept of self and positive attitudes towards learning.
14. Exercise supervision and care over all furniture, books, supplies, and equipment entrusted to his/her care.
15. Maintain confidentiality regarding information concerning children and families.
16. Operate a motor vehicle.

17. Be able to make or assist with presentations to the public.
18. Conduct student assessments.
19. Perform other duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Possess manual dexterity needed to dial a telephone, to enter data into a computer, and perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations. They will come in direct contact with students, SJCOE staff, district staff, migrant community and the public.

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