



Job Description

POSITION TITLE: Migrant Program Tutor (TEMPORARY) #4060
Migrant Education
Educational Services

SALARY PLACEMENT: Short Term Hourly Salary Schedule

SUMMARY OF POSITION:

Under direction of management personnel, performs a wide variety of general duties; works with Migrant students in a school or home setting to provide assistance with homework, and recruit for involvement in school activities. Perform related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Equivalent of the completion of the twelfth grade. Bilingual in English and Spanish.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Previous work with the Migrant community. Experience working in an educational setting.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of:

- Hispanic culture and the migrant lifestyle
- assigned software

Ability to:

- carry out oral and written directions
- communicate effectively in English and Spanish
- establish and maintain cooperative working relationships
- be flexible and receptive to change
- connect with families and work with children of all ages
- operate a computer

Possess:

- a valid California driver's license and be eligible to drive under SJCOE driving requirements. Must furnish own transportation as required to fulfill job duties.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Handles requests for information and assistance.
2. Schedules appointments and makes preparations for meetings with students/families.
3. Maintains records and prepares materials and reports as needed.
4. Makes mathematical calculations with speed and accuracy.
5. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.

2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
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.

WORK ENVIRONMENT:

Employees in this position will be required to work in a school or home setting and come in direct contact with SJCOE staff, district office staff, and the public.

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