

SCHOOL DISTRICT OF DESOTO COUNTY
MIGRANT RECRUITER/STUDENT SUPPORT ASSISTANT
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High School Diploma or equivalent (GED)
- (2) Must have Computer Skills and Bookkeeping Skills
- (3) Must hold a valid Florida Driver License
- (4) Must be Bilingual
- (5) Satisfactory criminal background check and drug screening
- (6) Must have ParaPro Certificate or obtain within 90 days of employment (applicable to individuals hired after July 1, 2025)

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and understanding of Family Educational Rights and Privacy Act (FERPA). Ability to work with parents, students, staff, and community partners in a professional manner. Ability to handle problems, concerns, and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Basic understanding and knowledge of current technology. Ability to plan, establish priorities and implement activities for maximum effectiveness.

REPORTS TO:

Director of Instructional Services, Principal

JOB GOAL

Assist in the outreach of migrant families striving to maintain positive communication with parent and student involvement in education.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Locate, identify, recruit and assist migrant families that come to DeSoto County Schools.
- (2) Assist students and parents with school registration and orientation.
- (3) Visit homes, community, businesses and schools to identify and interview migrant families and the completing of Certificate of Eligibility (C.O.E.) forms on each eligible family.
- (4) Maintain close coordination between school personnel and families to assist in areas of need for migrant families.
- (5) Implement recruiting process.
- (6) Collaborates with school staff to maintain appropriate records of migrant students and transmits all pertinent information to Division of Instructional Services.
- (7) Serve as a liaison between home and school; continually striving to maintain positive communication with migrant families.
- (8) Maintain records and files of migrant students.

June 10, 2025
Effective: July 1, 2025

MIGRANT RECRUITER (Cont.)

- (9) Provide interpretation, translation and transportation services as needed.
- (10) Maintain outreach logs and other required records.
- (11) Work flexible hours, including some evenings and weekends.
- (12) Review weekly migrant report to identify needs or trends and patterns and distribute report to appropriate school staff.
- (13) Work with school level personnel to identify eligible students and remove barriers to enrollment.
- (14) Refer families to school district and community resources as needed.
- (15) Maintain a list of local community, state, and national resources for migrant families.
- (16) Assist families in obtaining records that are needed for registration.
- (17) Assist students in obtaining necessary medical care.
- (18) Assist the schools and liaison with school of origin issues.
- (19) Follow student's progress monthly (or more frequently if needed) to monitor attendance, and academic progress; collaborate with appropriate school personnel to support the student's progress and ongoing success.
- (20) Complete data entry for District and FDOE records.
- (21) Maintain a file for each migrant student identified, containing checklist of services provided, residency form and/or referral, and pertinent documents and notes.
- (22) Follow up on all requests/referrals for migrant students, contact parents when appropriate for follow up and needs assessment.
- (23) Work with staff to identify students who are migrant, coordinate services for those students.
- (24) Maintain adequate supplies for distribution, purchase and maintain inventory of supplies, distribute supplies to school contacts for distribution.
- (25) Follow established District policy and procedures for record keeping, reporting, inventory, record retention, and budgeting.

Professional Responsibilities

- (26) Attend all trainings and weekly meetings for recruiters.
- (27) Act in a professional and ethical manner and at all times.
- (28) Demonstrate attention to punctuality and regular attendance.
- (29) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- (30) Maintain confidentiality of student, school/workplace and other professional information.
- (31) Comply with policies, procedures and programs.
- (32) Exercise appropriate professional judgment.
- (33) Support school and staff.
- (34) Perform other duties and responsibilities consistent with the goals and objectives of this position as assigned by supervisor.

Intervention/Direct Services

- (35) Provide instructional assistance as planned or coordinated by the teacher or the administrator in the classroom setting.

MIGRANT RECRUITER (Cont.)

- (36) Lead small group activity within the classroom, following appropriate training, planned by the teacher in an atmosphere where students are actively engaged in meaningful learning experiences.
- (37) Use classroom management techniques conducive to an effective classroom environment.
- (38) Perform assigned clerical and bookkeeping duties.
- (39) Assist students with personal hygiene, health and safety issues, or grooming if required.

Collaboration

- (40) Work closely with teacher(s) or other professionals to create a quality instructional environment.
- (41) Meet and deal effectively with staff members, students, parents, administrators, and other contact persons using tact and good judgement.
- (42) Exercise service orientation when working with others.
- (43) Exercise service orientation when working with others.

Staff Development

- (44) Maintain expertise in assigned area to fulfill position goals and objectives.
- (45) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **A05** (hired prior to July 1, 2025)
Compensation for this position is Pay Lane **A03** (hired on or after July 1, 2025)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.