San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Migrant Academic Advisor	**Exemption Status/Test:**	Exempt
Reports to:	Migrant Programs Director	**Pay Grade:**	03
Works with:	Students/Parents/Staff	**Days:**	207
Dept./School:	Migrant Department	**Date Revised:**	**04/20/2020**

Primary Purpose:

Assist in the promotion and improvement of migrant services/instruction by fostering a communication link between the migrant office, the campus, and the migrant family through continuous monitoring of services to migrant students to ensure the best possible services.

Qualifications:

Education/Certification:
- Master's Degree from an accredited university
- Valid Texas Teaching Certificate
- Valid Texas Counselor's Certificate

Special Knowledge/Skills:
- Working knowledge of curriculum and instruction
- Appraisal and guidance to meet the educational and career needs of students
- Strong communication, interpersonal, and organizational skills
- Bilingual (Spanish/English)
- Ability to evaluate instructional program and teaching effectiveness
- Knowledge of NCLB guidelines regarding migrant educational services

Experience:
- Establish as an educational leader
- Three (3) years of successful experience in teaching
- Three (3) years of successful counseling

Major Responsibilities and Duties:

Instructional Management:
1. Demonstrate a genuine interest in the student's well-being, takes initiative and maintains contact with eligible students and parents.
2. Provide technical assistance to Academic Facilitator/counselors at all levels regarding the required migrant services.
3. Monitor all campuses to ensure PFS migrant students and other migrant students who may be failing Receive the appropriate interventions for academic success.
4. Provide support and guidance to principals as needed regarding the services to migrant students.
5. Review migrant student progress and analyze the services provided to determine effectiveness of services.
6. Serve as a resource for research to facilitate the services to migrant students.
7. Promotes a positive tone between the school and migrant parents.

8. Serves as liaison for secondary school and migrant parents.
9. Plan organize and direct various activities for migrant students.
10. Serves as a team member in planning for district migrant needs.
11. Assists in maintaining a good relationship and understanding of Migrant Program as a part of the total school program.
12. Coordinates and/or assists the recruiters in the recruitment and identification of migrants according to program guidelines.
13. Meet with school personnel and parents of migrant student to focus on the problems that migrant students face and possible solutions and services.
14. Assists with the completion of the migrant credit accrual forms according to state guidelines.
15. Work with school personnel, parents and students in the organization, implementation and maintenance of a general migrant late entry/early withdrawal program policy.
16. Assists counselors at the high school in in providing migrant students and parents with timely information regarding higher education, including the college application process scholarship, and financial aid opportunities.
17. Maintains necessary records and issues reports as required by the federal government, state government, and Federal Program Director.
18. Prepares and presents reports as required by the Federal Programs Director.
19. Attends regular meetings within the district and to region 1 regarding migrant trainings and/or updates.
20. Supports district and campus rules for student conduct.
21. Coordinates leadership meeting opportunities for migrant students.
22. Coordinates College Assistance Migrant Program presentations for migrant senior students.
23. Engages in efforts to identify and retrieve migrant dropouts.
24. Maintains the confidentiality of student assessment.
25. Ensures that the use of student records are for the benefit of students and personnel working with those students.
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27. Assists with interpreting board policies and administrative regulations to Migrant Education personnel, following proper procedures and dispensing information relative to these areas as requested.
28. Consult with Parent Involvement Coordinator & Federal Programs Director regarding the Migrant Parent Advisory Council.
29. Adheres to ethical and legal standards.
30. Observes ethical standards of the Texas and the American School Counselor Association.
31. Observes relevant legal standards and adheres to professional district standards.
32. Maintain professional records.
33. Respect the integrity of the students.
34. Perform all duties in a safe manner (including any required driving) to avoid injury to oneself and/or others.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employees Signature: _____ Date _____

Administrator Signature: Nate Cannon, Ed.D. Date 4/28/2020