



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 Recruiter

Exemption Status: Non-Exempt

Reports to: Migrant Director

Pay Grade: 02

Works with: Staff/Parents

Days: 226

Dept./School: Assigned Campus

Date Revised: 01/16/2020

Primary Purpose:

The role of the Migrant Recruiter involves the documentation of relative information concerning the migratory students. The Migrant Recruiter will assist the recruiters based at the campuses and accompany them when necessary to complete a recruiting/home visit task.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Clerical skills-typing, filing, completing forms; Spanish; communication skills

Major Responsibilities and Duties:

1. Required to attend the Identification and Recruitment training, and pass test to be certified yearly.
2. Attend any other required training to ensure appropriate knowledge of task.
3. Study guidelines for Title I, Part C – Migrant Education.
4. Locate prospective migrant families or youth. On a year-round basis, a recruiter must use a variety of efforts to locate prospective migrant families both within the school environment and in the community. When a student withdraws from school or just stops attending and the district withdraws the student, the recruiter should make a home visit to ensure that the student is still residing in the district. If the student is still in residency, then the recruiter should supply the documentation to the NGS terminal site for data entry of a residency only line on NGS.
5. Interview prospective migrant families. Use effective interviewing techniques to gather information from prospective migrant families that relates to their eligibility for the MEP; interview the actual worker, whenever possible.
6. Explain the migrant program and its benefits to parents of migrant students.
7. Interview parents who are potential migrants and complete the Certificate of Eligibility (COE) form for students enrolled in San Benito CISD.
8. Interview parents of students who are possible eligible migrant's ages 0 - 21 that are not currently enrolled with SBCISD and complete a COE to become part of the migrant population with SBCISD.
9. Screen and update all data entry forms provided from the campuses. (Update process includes checking for completeness, timeliness, and accuracy of student data to ensure qualification of migrant education services, and must revise the COE if needed.)
10. Conduct home visits to recruit and qualify migrant families throughout the school year and summer.
11. Collect information, assess needs, and make referrals.
12. Conduct residency verification.
13. Conduct campus visits as needed, minimum once a week, to pick up new registration forms and other student data/information, grades, withdrawals, and new enrollment/transfers. Information to be used to update migrant information.

14. Make phone calls or home visits when students have excessive absences or at any other point as necessary.
15. Provide income survey to parents to determine eligibility for student supplies, and distribute school supplies to those who are eligible.
16. Review COEs and update information as needed.
17. Screen all registration data forms at assigned campus throughout the school year.
18. Prepare and assist with Migrant Parent/Student Conferences, Saturday activities, and parent sessions.
19. Maintain a detailed travel log of home visits and campus visits, and a recruiter work log.
20. Visit assigned campuses and other campuses assigned to new recruiters to assist and ensure that possible migrant families are recruited.
21. Visit with parents whose children are failing based on counselor or teachers' advice.
22. Prepare supply student bags in advance.
23. Maintain auditable records
24. Assist in eliciting migrant parents' involvement in the Migrant Parent Advisory Council or other MEP – specific parent involvement activities.
25. Help refer migrant parents to community agencies for needed services.
26. Serve as a home-school coordinator or community liaison for the MEP.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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.

Employee Signature: _____

Date _____

Administrator Signature: _____

Nate Carran, Ed.D.

Date _____

1/16/2020