

## **MIGRANT EDUCATION RECRUITER-STATISTICIAN**

### **BASIC FUNCTION:**

Under the direction of the Director of Multilingual and Migrant Education Services, or management designee, identify, recruit, and deliver services to qualified students, families in the District, and Out of School Youth (OSY) for Migrant Education services; coordinate data with the Regional Migrant Office and district technology staff; prepare and maintain required data on all Migrant students; and perform various support functions for the program.

### **REPRESENTATIVE DUTIES:**

- Identify, recruit, enroll, withdraw and update status of migrant families, students and OSY in District data base, regional records, MSIN, MSIX, and other sources; provide information for student records transfer as needed.
- Maintain recruitment and eligibility records in accordance with laws and regulations.
- Analyze data and local information to determine student eligibility and needs. Coordinate academic and support services to meet those needs.
- Visit family homes, work sites, or other locations to interview parents/guardians to determine student eligibility; and monitor continued student eligibility, including OSY.
- Act as a liaison between school sites, districts, migrant families, OSY families and Regional Office including technical support and training for staff and participating districts.
- Help coordinate speakers for parent, student, or staff workshops and the Migrant Parent Advisory Committee (MPAC) meetings; help coordinate and attend MPAC meetings to include agendas, invitations, minutes, and record of attendance and materials.
- Conduct peer coaching sessions with district MEP staff; present at staff workshops, meetings, and trainings; and provide information for student records transfer.
- Collect and input data for each qualified student; maintain statistical records; organize data into appropriate reports and formats.
- Gather, input and generate lists of GPA and test results.
- Review and validate the eligibility of migrant and OSY students identified by other school personnel.
- Attend a variety of meetings as assigned.
- Operate a computer and other office equipment.
- Perform related duties as assigned.

### **KNOWLEDGE OF:**

- Cultural characteristics of migrant and bilingual families.
- Correct oral and written usage of English and a designated second language.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Record-keeping techniques.

**ABILITY TO:**

- Type 50 wpm net; original certificate dated within 6 months is acceptable.
- Prepare and maintain records.
- Translate and interpret English and a designated second language.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Understand and follow oral and written instructions.
- Operate a computer with proficiency using office software and other equipment.

**EDUCATION AND EXPERIENCE:**

- Graduation from high school and three years of increasingly responsible technical clerical experience, including at least one year working with the public. College level coursework in education, sociology, or equivalent discipline is preferred.
- Must be fluent in English and another designated language, demonstrated by writing, reading, and speaking.
- An Associate's degree in a child development or sociology field is desirable and may substitute for experience.

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard and other devices.
- Lifting and carrying materials and equipment to set up information booths.
- Sitting for extended periods of time.

**LICENSES AND OTHER REQUIREMENTS**

- Valid California driver's license and insurance coverage.

**WORKING CONDITIONS—ENVIRONMENT:**

- Office, school, and community environment.
- Driving a vehicle to conduct work.
- Evening and weekend meetings may be required.

8/18/14  
SMJUHSD  
Range 22