

## MIGRANT SCHOOL ADVISOR

### **BASIC FUNCTION:**

Under the direction of a Director, coordinate and provide educational, health, and social assistance to migrant students and parents to keep students in school, and at grade level to graduation; coordinate and implement program(s) designed for migrant students; compile information related to students and prepare Individual Learning Plans (ILP's); work with school staff to identify at-risk or high-risk students; coordinate summer services for students.

### **REPRESENTATIVE DUTIES:**

- Coordinate the programs designed for migrant students; enroll students in the program as needed; discuss unit deficient students with appropriate staff; communicate program goals and objectives to students; provide testing and tutoring activities for students; follow-up on progress of students; administer tests; maintain related records of tests, materials, units and transcripts. **E**
- Identify at-risk or high-risk students; assist students with determining strategies to improve behavior, attendance or academic performance; provide academically failing students with counseling, career guidance, educational planning, and community outreach assistance; report mental or physical abuse and suicidal students to appropriate authorities and maintain related records. **E**
- Visit homes as needed and contact parents/guardians to discuss program requirements, student attendance, behavior, academic progress or other related matters; encourage parent involvement, schedule parent conferences. **E**
- Meet with migrant students individually or in a group to discuss plans, goals and career interests; advise students regarding courses to take reflecting individual needs and status; maintain related software program. **E**
- Determine family social and health needs; solicit food, clothing, money, household items and related essential needs for migrant families from students and the community. **E**
- Provide oral and written translations for parents, students and staff at meetings and other events as needed. **E**
- Provide assistance to students with scholarships, financial aid applications and college requirements. **E**
- Compile and interpret data from student records and files; prepare Individualized Learning Plan (ILP) records and files. **E**
- Prepare materials for meetings; compile information from various sources; maintain related files. **E**
- Attend and participate in a variety of meetings, hearings and conferences; prepare and present oral reports; facilitate presentations in the community as assigned. **E**
- Prepare pertinent information including transcripts, progress reports, profiles, schedules and other information as requested; follow through on interventions outlined in the conference or refer students to appropriate individual or program. **E**
- Coordinate summer services including, but not limited to, recruiting and registration activities, planning migrant summer school classes, assist in the coordination of university trips; planning and executing educational/career workshops. **E**
- Participate in the construction of the Migrant District Service Agreement; collaborate with the director in the decision-making and maintenance of migrant budget. **E**
- Operate a computer and other office equipment as assigned. **E**
- Perform related duties as assigned.

**KNOWLEDGE OF:**

Migrant Education terminology, guidelines, and identification procedures.  
Diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.  
Interpersonal skills using tact, patience and courtesy.  
Correct oral and written usage of English and a designated second language.  
Oral and written communication skills; telephone techniques and etiquette.  
Record-keeping techniques.  
School and community resources.  
Graduation and university requirements.  
Policies and objectives of assigned program and activities.

**ABILITY TO:**

Provide assistance to and coordinate activities with staff, students and others.  
Identify at-risk or high-risk students; determine and evaluate needs.  
Prepare and maintain records.  
Translate and interpret English and a designated second language.  
Meet schedules and time lines; plan and organize work.  
Establish and maintain cooperative and effective working relationships with others.  
Work confidentially with discretion.  
Understand and follow oral and written instructions.  
Prepare and deliver oral presentations.  
Analyze situations accurately and adopt an effective course of action.  
Operate a computer and other office equipment.  
Type 45 wpm net; original certificate dated within 6 months is acceptable.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in social services or related field and/or three years' experience working with families or students with special needs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and use of personal vehicle.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment.  
Frequent interruptions.  
Driving a vehicle to conduct work.  
Incumbents are exposed to working in high-stress situations.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Sitting for extended periods of time.

7/1/12  
SMJUHSD  
Range 24