# V A C A N C Y

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| **Centennial BOCES Migrant Education Program Recruiter** **FEDERAL PROGRAMS DEPARTMENT** |
| Responsibilities | * Identify and enroll all eligible students and youth in the Migrant Education Program by interviewing parents and youth in various school districts and communities, such as **Fort Collins, Ault, Eaton, Longmont, and Loveland**
* Maintain relevant forms, documentation and records.
* Communicate and coordinate with the local, regional and state-level staff.
* Maintain school visit schedule in the region to complete enrollments/withdrawals and coordinate efforts between CBOCES and school districts.
* Maintain daily activity/mileage logs, reports and other accountability documentation as required.
* Complete and submit all required paperwork by deadline.
* Assist with parental involvement and community based efforts.
* Assist migrant students and youth to enroll in regular year and summer school programs and other activities to advance their academic success.
* Attend interagency meetings and any training required.
* Complete other duties as assigned.
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| Qualifications/StandardsSpecific Skills, Experience, Other Requirements | * High school diploma or GED.
* Bilingual - must be fluent in Spanish and English, oral and written.
* Strong communication and organizational skills.
* Skills in record keeping and time management. Able to meet deadlines.
* Computer experience: Microsoft Word, Internet, email.
* Experience working with culturally and linguistically diverse populations, especially those who are marginalized, such as migrant, homeless, immigrant, and refugee families
* Reliable transportation and willingness to work flexible schedule to make home visits. Occasional evening and weekend work required.
* Requires considerable driving between schools and communities in Northern Colorado
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| Employment TermsSalary | * Full time – 248 days
* Benefits: medical/dental, vacation, sick and personal leave time
* Starting salary range: $40,000-$59,000 , based on experience
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| Application Process / Requirements  | Submit cover letter and a CBOCES Application *(*Available on CBOCES website [www.cboces.org](http://www.cboces.org)*)* to Maria Castillo SaenzQuestions: call Maria Castillo Saenz (970) 352 – 7404 ext. 1110 or mcastillo@cboces.org |
| Application Deadline  | * open
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| Employment Start Date: | * As soon as filled
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| Submit Application **Materials to:** | Centennial BOCES2020 Clubhouse DriveGreeley, CO 80634Attention: Maria Castillo mcastillo@cboces.org |

**Centennial BOCES does not unlawfully discriminate on the basis of race, color, religion, national origin, sex, age, or disabilities in admission or access to, or treatment or employment in its educational programs or activities. Inquiries regarding Centennial BOCES compliance with Title IX, Section 504, Title VI, Title VII, American Disabilities Act – 1990, and Affirmative Action may be referred to the Equal Opportunity Affirmative Action Compliance Office for Centennial BOCES, 2020 Clubhouse Dr., Greeley, CO. 970-352-7404.**