

## **MIGRANT/BILINGUAL STATISTICIAN**

### **BASIC FUNCTION:**

Under the direction of the Director of Migrant/Bilingual Education, coordinate data with the Regional Migrant Office and district technology staff; identify qualified students into bilingual services; prepare and maintain required data on all Migrant, immigrant and ELL students; and perform various support functions for the program.

### **REPRESENTATIVE DUTIES:**

- Enroll, withdraw and update all identified migrant, ELL and bilingual students.
- 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 students identified by other school personnel.
- Assign Certificates of Eligibility (COE) to recruiters for follow-up.
- 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 and other office equipment.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of office experience and working with families or students with special needs.

### **WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**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.

7/1/01

SMJUHSD

Range 19