

Migrant Education Program Teacher on Assignment

JOB GOALS

Under the supervision of the Director of Multilingual and Migrant Education Programs, the Migrant Education Program Teacher on Assignment is responsible for providing coordination and increasing the effectiveness of the various elements of the Migrant Education Program. Provide instruction, professional development, programmatic and curricular support to teaching staff, support staff, and migrant children and parents. The Migrant Education Teacher on Assignment will work in collaboration with all Santa Maria Joint Union High School District staff and community partners.

PERFORMANCE RESPONSIBILITIES AND DUTIES:

In collaboration with Multilingual and Migrant Education staff:

- Coordinates academic support services in order to increase and improve services to Migrant Students
- Conducts staff meetings and professional development for migrant staff
- Collaborates with Migrant Recruiter/Statistician to coordinate community and county programs/agencies to expand access of Migrant students and families to health and support services according to the annual Migrant Education Service Agreement with the Santa Barbara County Education Office
- Leads the implementation of the parent participation component of the District Service Agreement for the Migrant Education Program
- Advises parents and/or legal guardians of student progress for the purpose of supporting teachers expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment
- Participates in various district meetings and trainings for the purpose of receiving and/or providing information
- Attends Migrant Regional and/or State meetings/staff development to ensure effective communication between the district and regional office
- Collaborates with Program Administrator for Migrant Education in writing the Annual District Service Agreement and other applications and agreements under the Migrant Education Program
- Collaborates with district and school staff in developing and designing extended school day and school year learning opportunities *for Migrant students*.
- Assists with coordination of support staff schedules (eg. Minicorps tutors)
- *Analyzing and monitor data for proposes of evaluating program effective.*
- Inventories instructional materials to be used with migrant education students
- Reviews attendance patterns of migrant students and recommend interventions for identified problems areas
- Work with High School staff to monitor the progress of migrant secondary students (academic audits, PASS Program, and graduation requirements)
- Assists in completing needs assessments and individual learning plans for migrant education students
- Designs and provides direct services to migrant education students as needed and reports supplemental services as outlined in the District Service Agreement
- Updates and monitor all data using designated computer programs including assessment and attendance information
- Ability to maintain effective working relationships with those contacted in the performance of required duties

PRIMARY EVALUATOR/WORKING LOCATION

Director of Multilingual and Migrant Education Programs

Position will be housed at Lincoln Center (formerly Lincoln Prep) but will be working at/with various sites throughout the District.

REQUIRED QUALIFICATIONS

Current California Multiple or Single Subject Credential with BCLAD certificate

Bilingual in Spanish

Minimum of three years of classroom teaching experience

Experience providing language support for second language learners