



CENTENNIAL BOCES

Board of Cooperative Educational Services
www.cboces.org

Greeley Office
 2020 Clubhouse Drive
 Greeley, CO 80634
 970-352-7404 Office
 970-352-7350 Fax

Briggsdale School
 Estes Park R-3
 Pawnee RE-12
 RE-1 Valley
 Weld RE4
 Weldon Valley RE-20J

Morgan County Office
 821 West Platte Avenue
 Ft Morgan, CO 80701
 970-867-8297 Office
 970-867-6129 Fax

Member Districts

Brush RE-2J
 Greeley D6
 Platte Valley RE-7
 St. Vrain Valley Schools
 Weld RE-5J
 Wiggins RE-50J

Eaton RE-2
 Morgan County RE-3
 Prairie RE-11J
 Weld RE-1
 Weld RE-9

V A C A N C Y

Recruiter for Agricultural Working Families Migrant Education Program FEDERAL PROGRAMS DEPARTMENT

Responsibilities	<ul style="list-style-type: none"> Interview agricultural families who may qualify for supplemental educational services for their children 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 Greeley, 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
Qualifications/Standards Specific Skills, Experience, Other Requirements	<ul style="list-style-type: none"> 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, mileage is reimbursable
Employment Terms Salary	<ul style="list-style-type: none"> Full time – 248 days Benefits: medical/dental, vacation, sick and personal leave time Salary range: \$37,948-\$56,163 based on experience
Application Process / Requirements	<ul style="list-style-type: none"> Submit cover letter and a CBOCES Application (Available on CBOCES website www.cboces.org) to Maria Castillo Saenz Questions: call Maria Castillo Saenz (970) 352 – 7404 ext. 1110 or mcastillo@cboces.org
Application Deadline	<ul style="list-style-type: none"> open
Employment Start Date:	<ul style="list-style-type: none"> As soon as filled
Submit Application Materials to:	Centennial BOCES 2020 Clubhouse Drive Greeley, CO 80634



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