

MIGRANT PROGRAM ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Migrant/Bilingual Education, serve as a recruiter for the Migrant Education program; acquire re-enrollment signatures and check on referrals; work with schools, home and health agencies; prepare and maintain records and perform various support functions for the program.

REPRESENTATIVE DUTIES:

- Serve as a recruiter for the Migrant Education program; acquire re-enrollment signatures; identify eligible students and determine migrant and Certificate of Eligibility (COE) status according to established procedures and guidelines; assure proper forms are completed. **E**
- Check on referrals received from teachers, assistants, and other staff. **E**
- Assure accurate accounting of migrant enrollment for federal funding. **E**
- Review student records for End of Eligibility (EOE) and determine whether students may re-qualify. **E**
- Provide translations for personnel and at meetings as needed. **E**
- Visit homes as needed and make phone calls to parents to discuss program requirements, student attendance, behavior, academic progress and related matters; encourage involvement in the program. **E**
- Prepare and maintain records and update records as needed in appropriate database. **E**
- Work with schools, home and health agencies; refer students to migrant health staff as needed. **E**
- Operate a computer and other office equipment as assigned. **E**
- Provide support to the program including administering tests, providing applications, providing program information and other support activities. **E**
- Prepare and maintain COE's and required statistical reports and documents; compile lists of enrolled Migrant Education students. **E**
- Attend a variety of meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Migrant Education terminology, guidelines, identification and recruitment procedures.
COE, EOE and related documents.

Cultural characteristics of migrant 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.

Social and welfare agencies in the region.

Telephone techniques and etiquette.

Operation of a computer and assigned software.

ABILITY TO:

Serve as a recruiter for the Migrant Education program.

Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Acquire re-enrollment signatures and check on referrals according to established procedures and guidelines.

Work with schools, home and health agencies.

Prepare and maintain records.

Translate and interpret English and a designated second language.

Perform various support functions for the program.

Meet schedules and time lines.

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 one year of experience working with families or students with special needs.

LICENSES AND OTHER REQUIREMENTS:

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

Write and speak English and Spanish fluently.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

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.

6/23/00

SMJUHSD

Range 13