

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MIGRANT EDUCATION SCHOOL READINESS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director III-Migrant Education, coordinates and supervises preschool services to students in the Migrant Education Program; provides case management and advocacy for individual migrant students; coordinates and provides district and personnel staff development activities and parent involvement activities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinates and supervises preschool services to students in the Migrant Education Program; collects and analyzes student data regarding population trends, numbers and types of students served within geographic areas; assesses the effectiveness of programs and program delivery systems; identifies Program needs.

Provides consultation and administrative representation for inter/intra-district programs, community agencies and parents and students; provides assistance and advice regarding migrant education services; travels to district sites to assist in the implementation of the Migrant Education Program.

Assists in the development, facilitation and implementation of Migrant Education Early Start (MEES) programs; assists district and regional staff with the development of service agreements related to preschool and writes instructional programs; assists districts in the development of MEES application, training and implementation of the memorandum of understanding; collects and organizes Program information for monitoring and review; reviews and monitors Migrant Education Early Start (MEES) programs; develops and assesses the delivery of the Summer Kinder Readiness Academies.

Provides case management and advocacy for individual migrant students; determines needs and identifies appropriate student placement; participates in Individual Learning Plan (ILP) development and monitors the provisions of services; assists district Migrant Education staff to complete ILP and monitors student progress and services; serves as administrative designee or district representative in ILP meetings.

Develops, plans, implements and evaluates staff development programs for program administrators and staff, volunteers regarding ECE language acquisition, parent training techniques, developmentally appropriate practices, literacy development, Kinder Readiness skills and others as necessary.

Assists districts in the foundation and maintenance of the Parent Involvement Component/ Parent and Child Interactive activities.

Provides and facilitates district and regional migrant staff development activities; coordinates conferences and workshop participation of program staff and parents.

Prepares and maintains a variety of narrative and statistical reports, records and files related to personnel and assigned Migrant Education activities, including preschool assessments, district preschool enrollment counts, MEES program documentation and other related records.

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Participates in the development of the annual preliminary budget for the MEES Program; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings, workshops and trainings as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination and implementation of the Migrant Education Preschool Program operations, activities, educational services and support functions and programs.

Educational services, standards, requirements, principles, practices, techniques, theories and procedures related to Migrant Education and Migrant Education Early Start (MEES) programs.

Effective methods of Migrant preschool and professional development instruction.

Interventions and resources available for migrant families and their children.

Operations and requirements of for preschool programs.

Laws, rules and regulations related to assigned activities.

Research methods and report writing techniques.

Policies and objectives of assigned program and activities.

Organizational operations, policies and objectives.

Budget preparation and control.

Public relations techniques.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer and assigned software.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Coordinate and supervise preschool services to students in the Migrant Education Program.

Provide case management and advocacy for individual migrant students.

Plan, organize, coordinate and implement the operations, activities, educational services and support functions of the Migrant Education preschool services as established in the annual DSAs and MEES programs grant application.

Provide consultation and technical assistance to staff concerning the Migrant Education programs and related standards, requirements, principles, practices, techniques and procedures.

Design, develop, implement and conduct training and staff development activities for staff and administrators concerning Migrant Education subject areas and programs.

Coordinate and organize collaborative efforts to successfully meet project objectives to the satisfaction of internal and external clients.  
Train and support preschool teachers and administrators.  
Collect and interpret technical information on relevant Migrant Education issues.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Review and provide input concerning assigned budgets.  
Communicate effectively both orally and in writing in a designated second language.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Compile and verify data and prepare reports.  
Operate a variety of office equipment including a computer and assigned software.  
Work independently with little direction.  
Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in Early Childhood Education and five (5) years preschool or K-3 teaching experience including Migrant Preschool programs and demonstrated experience in mentoring and coaching of teachers.

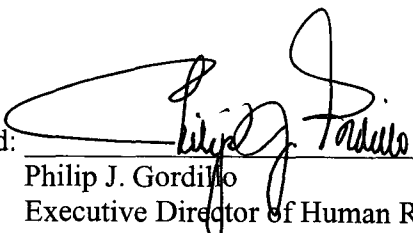
**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license  
Valid California Teaching Credential with BCLAD certification or Child Development Site Supervisor Permit

**WORKING CONDITIONS:**

ENVIRONMENT:  
Office environment

PHYSICAL DEMANDS:  
Dexterity of hands and fingers to operate equipment  
Hearing and speaking to exchange information and make presentations  
Reaching overhead, above the shoulders and horizontally to retrieve supplies.  
Sitting or standing for extended periods of time  
Seeing to read a variety of materials

Approved:  \_\_\_\_\_ Date 7/01/2011

Philip J. Gordillo  
Executive Director of Human Resources