CLASS TITLE: MIGRANT EDUCATION PROGRAM SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director III – Migrant Education, develops, plans, organizes, coordinates and implements a variety of program services for migrant education students and their families; coordinates and facilitates local, regional and statewide meetings; assists districts in the development, implementation and evaluation of goals for the migrant education program.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:
Develops, plans, organizes, coordinates and implements a variety of program services for migrant education students and their families; coordinates and facilitates local, regional and statewide meetings as required.

Assists districts in the development, implementation and evaluation of related migrant education program goals and objectives; assures the development and implementation of educational programs and training curriculum for program components including parent education and training, health education, assessments, social services or other specialized areas.

Assists in planning and maintaining systems and protocols regarding available district, community and social services; makes referrals to outside agencies and follows-up on referrals.

Coordinates and facilitates the provision of various services for students enrolled in migrant education programs and their families; provides information and resources to students and families as needed.

Assures that students with specific needs are referred to the appropriate agency to receive quality assistance, including students with health needs.

Plans, coordinates, oversees and administers screening tests as assigned by the position; provides status reports on a timely basis or as designated by the program.

Serves as a liaison and facilitate communication between the program, students, parents, district representatives and community agencies; makes home visits as required by the position.

Interprets and translates written communication, documents and forms from English to a designated secondary language.

Establishes desired workshop and training outcomes; generates training modules as assigned; researches training topics; generates and provides resource materials, develops agendas and evaluate effectiveness; assists with workshop and training sessions and coordinate external trainers as necessary.
Provides training and work direction to other program staff members as required by the position.

Collaborates with other specialists, managers and community partners on projects related to migrant education.

Inventories, maintains, orders and distributes supplies as assigned.

Maintains a variety of records, reports and filing systems; collect data as assigned and inputs into the assigned computer system.

Assists with coordinating annual conferences, events and trainings; attends and participates in meetings as required.

Operates a variety of office equipment including a computer and assigned software.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Cultural needs and challenges of families associated with migrant students and families.
Current State and federal laws related to the assigned program and student counseling.
Academic parameters for high school matriculation, California content standards, and high school graduation requirements for the various counties served by position.
District and county office policies and procedures.
Procedures, requirements and activities of the migrant education program.
Modern office practices, procedures and equipment.
Applicable laws, rules and regulations related to assigned activities.
Available community and county resources.
Principles and methods of training and providing work direction.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills in English and designated second language.
Interpretation techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Understand and carry out the policies and procedures of the migrant education program.
Interpret, explain and apply applicable laws, rules and regulations.
Develop, plan, organize and implement training and workshop modules and materials, work plans and schedules for migrant families and staff.
Refer clients to available community and county resources as appropriate.
Provide oral and written translation services between English and a designated secondary language to facilitate communications.
Communicate effectively both orally and in writing in English and designated secondary language.
Obtain information and recognize relevant and significant facts.
Plan and organize work.
Complete work with many interruptions.
Work independently with little direction.
Maintain records and prepare clear, concise and accurate reports.
Work confidentially with discretion.
Meet schedules and timelines.
Determine appropriate action within clearly defined guidelines.
Perform basic mathematical computations.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Make public presentations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school supplemented by college-level course work in education, psychology, social services or a closely related field and three years of job-related experience working in a program setting similar to migrant education.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver’s license.
Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
Office, indoor and outdoor environment.
Driving a vehicle to conduct work.
Seasonal heat and cold and adverse weather conditions.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting, standing or walking for extended periods of time.
Bending at the waist, kneeling or crouching to retrieve files.
Reaching overhead and above shoulders to retrieve objects and materials.
Lifting, carrying, pushing or pulling moderately heavy objects.
Seeing to read a variety of materials.
HAZARDS:
Extreme seasonal heat outdoors in assigned areas.

Approved by Personnel Commission: December 14, 2016

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Kristin Olson  Date: 12/14/16
Director-Classified Personnel Services