

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/ Relief Migrant Education Program Assistant

HOURLY RATE: \$18.79/ hour

DUTIES AND RESPONSIBILITIES: The Substitute/ Relief Migrant Education Program Assistant helps experienced regional and district recruiters to identify and recruit eligible migrant students to maintain records in accordance with regulations and laws; serves as a link between program, home, school and community agencies; encourages parent involvement; assesses student needs and refers to appropriate services; analyzes data and local information to determine student eligibility and needs. Substitute/ Relief Workers in this position receive direct supervision from a program administrator within a framework of standard policies and procedures.

TYPICAL DUTIES:

Assists regional and district recruiters to identify and interview all migrant students and families within assigned schools, either by phone or in person

Visits homes, work sites or other locations, to interview parents or guardians to screen for student eligibility for the Migrant Education Program. Accommodates visits according to the needs of students and their families

Receives, reviews, evaluates, and verifies information submitted from families; contacts appropriate information sources to help determine program eligibility

Travels throughout the assigned area in order to fulfill job duties

Demonstrates excellent oral command of the Spanish language

Operates a computer using specialized software, internet and e-mail to complete work assignments; uses other related office equipment (fax machines, copiers, scanners)

Coordinates identification and recruitment support calendar with participating districts

Strategizes with district staff regarding identification, recruitment and student needs

Contacts families regarding attendance, application and enrollment status; discrepancies and incomplete information

Prepares and distributes routine reports, forms, correspondence and other documents as needed

Acts in support role as advocate for student and family

Provides information regarding health care resources and community service agencies

Serves as a liaison between the families and schools, community service agencies and other program staff

Refers families to other services or appropriate agencies for specialized services or counseling

Performs related duties as assigned

EMPLOYMENT STANDARDS:

Possession of:

A valid and appropriate California Driver's License

A driving record which meets the County Office of Education's insurance requirement

Knowledge of:

Target communities and cultures

Proper contact skills and tactful telephone techniques

Proper interviewing techniques

Office methods, practices and procedures, including record-keeping, filing systems, and computer software applications programs

Principles and practices of collaborative relationships and planning involving diverse groups

Correct English usage, spelling, grammar, and punctuation

Ability to:

Understand, follow, and adhere Federal Migrant Education Program regulations, performance standards, and guidelines

Organize work assignments to meet established deadlines

Interview and/or screen applicants and students, perform family assessments, and refer students to community resources

Interact with the general public, parents, staff, and representatives of community agencies with tact and courtesy

Analyze situations accurately and adopt an effective course of action

Work independently and in a team environment under limited supervision

Accurately maintain records and files

Understand and carry out instructions independently

Establish and maintain effective working relationships with school and community representatives, migrant families, and migrant program staff

Demonstrate bilingual/ bicultural proficiency in English and Spanish

Work a flexible schedule that may include early mornings, evenings, and weekends

Adapt to rapidly changing technology

EDUCATION AND EXPERIENCE: Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to two years (2) of college and at least one (1) year experience working with children, families, community groups and public agencies.

BARGAINING UNIT: Substitute Workers Unit

WORKING CONDITIONS: Most duties are performed outdoors in the community, in the fields, or at labor camps under varying conditions. Some duties are performed in an office environment or at a Migrant Education center. Incumbents may be required to work a flexible schedule, evening and weekend hours. Duties require incumbents to drive a vehicle to attend meetings with parents/students, staff, and to make home visits.

PHYSICAL DEMANDS: Incumbents regularly stand and sit for extended periods of time, walk short distances on a regular basis and on uneven surfaces whenever necessary; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; seeing to read fine print; hearing and understanding voices over the telephone and in person; moving and transporting program materials, and lifting, carrying and pulling light objects.

Approved:

Philip Gordillo, Executive Director, Human Resources

Date