

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Migrant Education Tutor/Advisor

HOURLY RATE: \$25.00/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Migrant Education Tutor/Advisor is an on-call, temporary position. This position assists with organizing and facilitating Migrant Education instructional and community programs and activities; participates in various departmental programs and meetings; assists students in academic subject areas; and advises students in educational and career choices. Substitute/Relief Workers in this position receive general direction from Migrant program administrators and school site counseling staff. This job class requires initiative and motivational skills as well as knowledge of both the secondary school curriculum.

TYPICAL DUTIES:

Coordinates activities with school counseling staff and advises students and other school personnel on goals of Score for College, PASS (Portable Assisted Study), PLUS (Promoting Learning and Understanding Skills), CATS (Critical Analysis and Thinking Skills), Yo Puedo and other demonstrated programs in reading and writing. Also assists students with vocational education, CAMP (College Assistance Migrant Program), Independent Study, HEP/GED and other programs.

Provides individual and small group tutoring to migrant students as prescribed by classroom teachers to master specific skills, specific subject matter content, homework and extra assignments to enable migrant students to succeed in coursework.

Advises and counsels students on secondary requirements for graduation and academic requirements for the university and state university systems.

Periodically reviews student transcripts, grades, and current academic status in enrolled courses and attendance. Coordinates activities with students, teachers and counselors to target assistance to deficient areas for mastery of the basic skills necessary to pass the competency and proficiency examinations.

Assists in the follow up on referrals for migrant families and schedules parent meetings

Compiles data, submits and maintains accurate reports and records as required.

Attends and participates in workshops conducted by staff and designated personnel.

Maintains strict confidentiality on all job-related matters.

Confers with classroom teachers on the needs, assignments and progress of migrant students on a regular basis.

Establishes and maintains standards of discipline to ensure smooth classroom management and an atmosphere conducive to learning.

Completes an activity log and forwards this log to the Migrant Program Administrator; participates in and provides support for program review activities.

Performs other job-related duties as assigned.

EMPLOYMENT STANDARDS:

Possession of:

A valid and appropriate California Drivers License

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

Knowledge of:

Basic instructional methods and techniques for individualized or small group instruction

Community organizations, activities and events related to Migrant Education

Diverse academic, socioeconomic, cultural, backgrounds of district students

Basic child guidance principles and practices

Recordkeeping and techniques

Oral and written communication skills

Policies and objectives of assigned program and activities

District organization, operations, policies and objectives

Telephone techniques and etiquette

Laws, rules and regulations related to the Migrant Education Program

Ability to:

Assist with instruction and related activities in a classroom or assigned learning environment

Develop constructive solutions to problems and appropriate resource materials. Communicate effectively both orally and in writing

Prepare clear and concise reports, correspondence and other written material

Plan and organize work

Speak, read, and/or write in another language other than English that meets the needs of the population served

Maintain current knowledge of program rules, regulations, requirements and restrictions

Assist in organizing special activities and programs

Work well with others using tact and diplomacy

Establish and maintain cooperative working rapport with all staff and those in the public sector.

Understand and relate to children and parents in the Migrant Education Program

Monitor and evaluate student progress

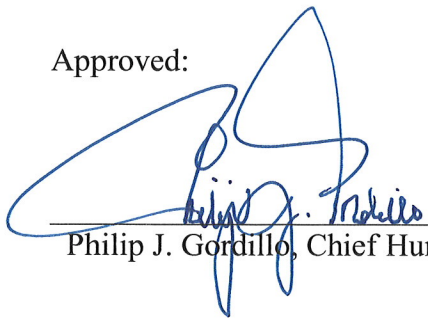
EDUCATION AND EXPERIENCE: Generally, the required knowledge and abilities will have been acquired through any combination of education and experience equivalent to an Associate's degree plus one year of experience in a public school setting, counseling, vocational education, social services, or with a migrant population.

WORKING CONDITIONS: Duties are performed in an office or classroom environment.

PHYSICAL DEMANDS: 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 light objects.

BARGAINING UNIT: Substitute Workers Unit

Approved:



Philip J. Gordillo, Chief Human Resources Officer

09/27/16
Date