

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR – MIGRANT EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor plans, organizes, creates, supports, and implements the various components of the Migrant Education Program (MEP) and district agreements that deliver supplemental services to migrant students, parents, and instructional staff; provides technical assistance on state and federal regulations to district administrators; monitors and supports the planning of supplemental educational services and summer school programs; provides specialized assistance monitoring budgets and expenditure reports of all districts in the Migrant Education Program Region 1; supervises and evaluates the performance of assigned personnel.

This job is distinguished from similar jobs by the following characteristics: the educationally related activities defined as “services” unique to migrant students, which are instructional and/or support services, will constitute approximately 30% of the job description; administer supplemental instructional and summer school programs unique to migrant students across multiple districts in Region I; and coordinate with district partners as per migrant education service agreements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plans, organizes, and directs the services provided to Migrant Education students in all districts within the Region 1; assists all districts in creating effective programs, activities and services to migrant families including supplemental grants, policies, protocols, budgets, regular year, and summer activities in compliance with state and federal guidelines.

Provides districts with technical and consultive guidance in the establishment of annual memorandum of understandings (MOU) and district support agreements (DSA) according to established federal and state mandates; coordinates personnel, intervention programs, fiscal capacity, assessment, and evaluation necessary to achieve MOU and DSA goals; provides fiscal guidance in the submission of claims and the formulation of revisions and amendments to their budget.

Coordinates and facilitates direct and indirect services between district partners and the Migrant Education Regional Office; assists regional personnel with activities, reports, workshops, and trainings.

Coordinates the establishment of intervention programs for migrant students in order to provide educational options, such as summer school programs, credit recovery, after school programs, and other innovative approaches that support migrant students.

Analyzes student data and program effectiveness to determine professional development needs, identify academic program needs, and determine additional supports.

Determines appropriate personnel to enhance the Migrant Education Program that meets budget and program guidelines and compliance and goals in the service agreements; assures personnel receive proper training and current State instruction in meeting State and federal expectations of the program;

Maintains and secures related accoutrements, equipment, hardware, software, and materials related to Migrant Education Program.

Serves as technical expert and liaison between the districts and Migrant Education Program leadership; assists in the formulation and development of systems, policies, procedures, and programs.

Manages the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Supervises and evaluates the performance of assigned staff.

OTHER DUTIES:

Identification and Recruitment (ID&R): Collaborates with ID&R supervisor to coordinate and monitor quality control of identification and recruitment process to assure eligible students are enrolled in the program and that students meet the federal and state requirements; supports ID&R supervisor and staff with professional development and advocacy aspects of MEP.

Parent Advisory Council (PAC): Plans, coordinates and facilitates implementation of regional PAC trainings and meetings, parental involvement and supports and monitors PACs for participating districts.

Other Education Health, Nutrition and Social Services: Collaborates with the Health Coordinator to coordinate and facilitate the provision of health, nutrition, social, and mental services for students and families enrolled in the Migrant Education Program.

Performs related duties as assigned.

KNOWLEDGE, ABILITIES AND COMPETENCIES:**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies, and procedures as they relate to Migrant Education Program; Migrant student Informational systems to track attendance, accounting, enrollment, and report preparation;

Pedagogical content ensuring strong instructional methods addressing the needs of Migrant students;

Researching, synthesizing, and writing grants;

Program planning;

Collecting and assembling data and navigating assigned software systems;

Budget preparation and control;

Technical aspects of field of specialty;

Oral and written communication skills;

Interpersonal skills using tact, patience, and courtesy.

COORDINATOR – MIGRANT EDUCATION continued**Page 3****ABILITY TO:**

Plan, schedule, organize and direct the services provided to Migrant Education students in all districts.
 Supervise and evaluate the performance of assigned staff;
 Provide leadership and continuity for all districts participating in the program;
 Serve as an informational resource to migrant families concerning program services, activities, policies, and procedures;
 Provide technical support in writing District Support Agreements in accordance with Federal and State mandates;
 Communicate effectively both orally and in writing in English and a designated second language;
 Interpret, apply, and explain rules, regulations, policies, and procedures;
 Establish and maintain cooperative and effective working relationships with others;
 Operate a computer and assigned office equipment;
 Analyze situations accurately and adopt an effective course of action;
 Meet schedules and timelines;
 Work independently with little direction;
 Plan and organize work;
 Prepare comprehensive narrative and statistical reports;
 Direct the maintenance of a variety of reports, records and files related to assigned activities;
 Attend and conduct a variety of meetings, workshops, and trainings as assigned;
 Read and accurately interpret laws, rules, and regulations pertaining to student records, program requirements, and other topics pertinent to the classification.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams;
 Operationalizes the organizational vision, mission, goals, shared values, and guiding principles;
 Demonstrates emotional intelligence;
 Models inclusive, effective, and authentic communication;
 Applies knowledge of the intersectionality of race, equity, and inclusion;
 Builds and sustains positive, trusting relationships;
 Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to master's degree in education, or related field and five (5) years of teaching experience, include increasingly responsible experience working with educators and migrant education programs, school administration, or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential
 Valid California Teaching Credential or Pupil Personnel Services Credential
 Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Driving a vehicle to conduct work within the Migrant Education Region1: Alameda, San Francisco, San Mateo, San Benito, Santa Clara, and Santa Cruz.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting or standing for extended periods of time

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Approved:	Larry Oshodi Assistant Superintendent-Personnel Services	Date

	DocuSigned by: <i>Mary Ann Dewan</i> 72890FED1F52493...	12/5/2022 9:43 AM PST
Authorized:	Mary Ann Dewan, Ph.D. County Superintendent of Schools	Date