

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: MIGRANT EDUCATION PROGRAM RECRUITER - LEAD**

#### **BASIC FUNCTION:**

Under the supervision of an assigned administrator, the Migrant Education Program Recruiter - Lead, provides ongoing support and guidance to Migrant Education Program Recruiters and staff at reimbursable and regional districts; models best practices and provides training and coaching; identifies and enrolls eligible families; advocates and helps to plan, organize, and coordinate the implementation of a variety of services that link students and their families to school, district, and community resources by increasing communication and ensuring student success through ownership of their learning; promotes parent education and involvement in various school, district, and community programs and other activities; refers students and families to the appropriate agencies to assure academic success; provides written translation and oral interpretation services to students and families to assist students and families accessing needed services.

#### **DISTINGUISHING CHARACTERISTICS**

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex problems and situations. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of others.

#### **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:**

Provides training, guidance, coaching and direction to new and existing program staff regarding required tasks and regulations; assists in the organization of work; collaborates with, trains and provides ongoing support to district and regional staff to ensure recruitment and advocacy standards are aligned to state and federal guidelines; works side by side with recruiters to model best practices; ensures all trainees are prepared, engaged, and successful in their responsibilities and day-to-day activities.

Supports the training process to prepare program staff for the Region I Recruiter Assessment; provides practical training in the application of training program content.

Develops and maintains strong relationships with families, community partners and school districts in assigned region; supports program recruiters by making introductions to key contacts and partners in assigned area.

Identifies and enrolls students in the Migrant Education Program and provides services based on student needs; refers students and families to the appropriate agencies to assure academic success; utilizes phone

screenings and leads from school personnel.

Visiting homes, schools, worksites, migrant housing, community events, and other locations, including those in isolated rural areas; interviews parents and guardians; determines and verifies student eligibility for the program; canvasses various targeted areas in the community to identify possible eligible migrant families; develops partnerships with key school personnel and staff from community agencies to maintain ongoing contacts for recruitment referrals.

Assures that students with specific educational/health needs, based on the Individualized Needs Assessment (“INA”) and the Individualized Learning Plan (“ILP”), completed in coordination with classroom teachers, are referred to the appropriate school or agency to receive quality assistance as recorded in the ILP.

Advocates for the implementation of program and support services for migrant education students and their families; provides case management services for migrant students and families by maintaining ongoing contact through school site visits, home visits, phone calls, texts, and emails; serves as a liaison between families, schools, community service agencies, and other program staff to link families with needed services through referrals to various community services and agencies and assures that students receive access to services for unmet health and educational needs.

Determines if families are eligible or continue to be eligible for program services based on established State regulations and guidelines and federal laws; explains, interprets, and clarifies program regulations, guidelines, procedures, rights and responsibilities to parents, students, and families.

Provides written translation and oral interpretation services to students and families to assist with students and families accessing services needed.

Promotes parent education and involvement in various school, district, and community programs and other activities; contacts families regarding attendance, application and enrollment status, discrepancies, and incomplete information; confirms information submitted by families.

Presents, facilitates, and collaborates with outside agencies to inform students and families of a wide variety of resources including scholarships, financial aid, health screenings, tutoring, special needs services, internship opportunities, immigration issues and other resources as needed.

Presents at staff meetings and assists in providing professional development as needed.

Utilizes and maintains assigned calendars to coordinate daily activities with assigned districts to maximize efficiency and for program audit purposes.

Participates in various events and meetings; works outside typical office hours of 8:00 a.m. – 5:00 p.m. to accommodate program families’ schedules; organizes and chaperones educational excursions and summer academies as assigned by the position; presents information at workshops, meetings and trainings as assigned by the position; assists with generating and updating brochures, flyers and other publicity tools to promote program awareness, using both English and assigned secondary language.

Initiates and receives a variety of telephone calls and provides information making contact with school offices, students, and the public; establishes, maintains, and distributes a variety of files, logs, schedules,

records, and other documents as needed.

Provides training and technical support for district staff and new regional employees as assigned. Continuously supports the recruitment and advocacy of existing and new schools/districts and explores ways to establish connections and create relationships in search of new students.

Standardizes procedures for work logs, calendars, and other paperwork for accountability and support purposes.

Operates a variety of office equipment including a printer, copier, laminator, projector, computer and assigned software.

Travels to various sites to fulfill job duties; operates a vehicle to conduct work as needed.

Substitutes for or relieves other office personnel as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization, coordination, and implementation of a Migrant Education Program.

Migrant Education objectives and functions.

Target communities and cultures.

Current State and federal laws related to the program.

District and county office policies and procedures.

Available community and county resources.

Oral and written communication skills.

Interpretation techniques.

Principles and practices of training.

Applicable State and federal laws, codes, regulations, policies, and procedures.

Operation of a computer and assigned software.

Modern office practices, procedures, and equipment.

Record-keeping and report preparation techniques.

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

Oral and written communication skills in English and designated second language.

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Provide guidance, training, and work oversight to Migrant Education staff.

Understand, follow, and adhere to federal Migrant Education Program regulations, performance standards and guidelines.

Interview applicants and students, perform assigned assessments and refer students to community resources.

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

Compile and interpret data related to program needs.

Train and provide technical support to assigned staff.  
Provide oral and written translation services between English and a designated second language to facilitate communications.  
Communicate effectively, read, write, translate, and interpret English and a designated second language.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
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.  
Maintain records and files.  
Prepare comprehensive reports and records as assigned by the position.  
Attend professional development and trainings as required.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Graduation from high school supplemented by college-level coursework in education, sociology, psychology, social justice, marketing or a related field, and three years of experience recruiting students for the Migrant Education program.

**LICENSES AND OTHER REQUIREMENTS:**

Passing score on the Region I Recruiter Exam administered by the Santa Clara County Office of Education.  
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.  
A driving record that meets the insurance requirements of the County Office of Education.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
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:**

May conduct work near high-crime areas.  
Possible rough roads and terrain.

Approved by the Personnel Commission: December 14, 2016  
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Marisa Perry  
Director III – HR / Classified Personnel Services

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