

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MIGRANT EDUCATION PROGRAM RECRUITER

BASIC FUNCTION:

Under the supervision of an assigned administrator, the Migrant Education Program Recruiter, 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.

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:

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.

Visits 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.

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.

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:

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 time lines.
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 related to the position, such as community liaison, recruiter, program advocate, or instructional associate.

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.
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

Revised: April 11, 2018; May 12, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 05/12/21