CLASS TITLE: TEACHER - INTERVENTION SPECIALIST (MIGRANT EDUCATION)

BASIC FUNCTION:
Under the direction of the Manager – Migrant Education, coordinates and supervises academic and support services to students in the Migrant Education Program; oversees or provides case management and advocacy for individual migrant students; coordinates and facilitates staff development activities and facilitates parent involvement activities and trainings.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- Works with teachers, students and administration in support of student achievement;
- Assists Manager – Migrant Education to coordinate services to students;
- Conducts needs assessment and collects and analyzes student data to determine program needs and resources;
- Assesses the effectiveness of programs and program delivery systems;
- Assists regional staff with the development of Regional Application;
- Provides case management and advocacy for individual migrant students;
- Determines needs and identifies appropriate student placement;
- Participates in development and monitoring of student learning plans and their provision of services;
- Organizes and facilitates parent trainings that support student success;
- Prepares and facilitates staff development activities;
- Communicates with other personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and facilitate the exchange of information;
- Assists the Manager – Migrant Education to plan and support work of other program staff.

OTHER DUTIES:
- Performs related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Continuous improvement process to plan, implement and evaluate effective supplemental academic services;
- Use and implementation of SMART objectives to increase student learning;
- Strengths and challenges of English Learners and migratory students;
- Effective instructional methods and strategies for English Learners;
- Effective instructional methods and strategies for English Language Arts and Math;
- High School and college graduation requirements and strategies to support student success;
- Interventions and resources available for migrant families and their children;
- Laws, rules, regulations and objectives related to the Migrant Education Program;
- Effective strategies to encourage parent involvement that supports student learning.
ABILITY TO:
Define problems, collect data, prepare reports and draw appropriate conclusions that drive program planning and implementation;
Oversee case management and advocacy for individual migrant students;
Assist in planning, organizing, coordinating and implementing the operations, activities, educational services and support functions of the Migrant Education Program as established in the annual Regional Application;
Assist in designing, developing, implementing and conducting training and staff development activities for staff concerning Migrant Education subject areas and programs;
Coordinate and organize collaborative efforts to successfully meet project objectives;
Communicate effectively both orally and in writing in Spanish and English;
Establish and maintain cooperative and effective working relationships with others;
Operate a variety of office equipment including a computer and assigned software;
Work independently with little direction.

EDUCATION AND EXPERIENCE:
Five (5) years classroom teaching experience including English Learner populations;
Experience in mentoring and coaching;
Expertise and knowledge of appropriate instructional methodologies;
Demonstrated ability to work cooperatively with administration, staff, parents and community.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license
Valid California Teaching Credential with BCLAD certification

WORKING CONDITIONS:
ENVIRONMENT:
Office, school site and classroom environments
Home visits
Driving between school districts

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate equipment
Hearing and speaking to exchange information and make presentations
Reaching overhead above the shoulders and horizontally to retrieve supplies
Sitting or standing for extended periods of time
Seeing to read a variety of materials

Approved: Anisha Munshi, Ed.D.
Assistant Superintendent-Personnel Services

Santa Clara County Office of Education