

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MIGRANT EDUCATION COMMUNITY LIAISON

BASIC FUNCTION:

Under the supervision of the Director III – Migrant Education, (Region 1), serves as a liaison between County Office of Education, personnel, parents, students and others regarding the Migrant Education program; performs a variety of supportive tasks; promotes parent education and involvement in various school programs and other activities; serves as an interpreter for non-English speaking student, families and members of the community; performs a variety of general duties in support of an assigned school site.

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:

Serves as a liaison between the County Office of Education, personnel, parents, students, and others regarding the Migrant Education program; confers with faculty, staff and others concerning students; collaborates with outside agencies and social services; provides community resource referrals and information on available supplemental services to migrant students, parents, and families.

Communicates with migrant students, parents, and families, promotes parent education and involvement in various school programs and other activities; facilitates family participation in various activities; identifies and encourages recruitment of parent volunteers; explains and assists in determining program eligibility.

Serves as a translator of oral and written materials to facilitate communication with migrant non-English speaking students, parents, families, and members of the community, which is not limited to, but may include interpreting and translating documents.

Provides information and materials to students, parents and families related to utilizing community services, social services, and local resources; refers student, parents, and families to local agencies or school services as appropriate; follows-up on referrals; refers Migrant families for recruitment to Migrant Education Program Recruiters.

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

Creates and distributes newsletters, posters, forms and flyers, inputs and updates student enrollment and supplemental services data into an assigned computer software program.

Develops partnerships with schools and community agencies and maintains ongoing contacts for referrals.

Supports students, parents, and families with assistance in testing, college-readiness programs and completing a variety of applications.

Operates a variety of office equipment including a copier, printer, scanner, a computer, assigned software and other office machines as assigned; drives a vehicle to various sites to conduct work.

Attends a variety of meetings, workshops, conferences, and in-service trainings as assigned; coordinates and assists with parent trainings and activities; works outside typical office hours of 8:00 a.m. – 5:00 p.m. to accommodate program families' schedules.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Migrant education program objectives and functions.
Awareness of multi-cultural communication.
Applicable Education laws, codes, rules, and regulations.
Needs and concerns of migrant students.
Identification and recruitment methods used in migrant programs.
District policies, regulations, and procedures.
Correct oral and written usage of English and a designated second language.
SAT/ACT testing process and scholarship application procedures.
Basic understanding of migrant family customs, traditions, values, and beliefs.
Operation of variety of office equipment including a computer and assigned software.
Oral and written communications skills.
Interpersonal relations skills using tact, patience, and courtesy.
Basic record-keeping and filing techniques.
Local community resources and social service agencies.

ABILITY TO:

Understand Migrant education objectives and functions.
Communicate successfully in writing, in person or by telephone with diverse migrant populations.
Read, write, translate, and interpret English and a designated second language.
Compose correspondence independently.
Communicate effectively in English and a designated second language.
Understand migrant family customs, traditions, values, and beliefs.
Balance and prioritize a variety of work assignments.
Provide community resources and referrals to social services agencies.
Perform clerical duties such as filing and duplicating.
Analyze situations accurately and adopt an effective course of action.
Maintain records and files.
Communicate effectively orally and in writing.
Type or input data at an acceptable rate of speed.
Work independently with little direction.
Plan and organize work.
Meet schedules and timelines.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school and two years of experience working with school or community agencies, targeting at-risk populations.

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.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor and community-based environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Lifting, carrying, pushing, or pulling light objects.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling, or crouching to assist students.

Approved by Personnel Commission: December 14, 2016
Revised: 09/08/21



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 09/08/21