

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE:**

### **SUPERVISOR - MIGRANT EDUCATION IDENTIFICATION & RECRUITMENT**

### **BASIC FUNCTION:**

Under the direction of the Director III – Migrant Education, organize and directs the activities and operations of the identification and recruitment functions of the Migrant Education program throughout Region One; develops, recommends and complies with program policies and procedures and assures assigned staff are supported; plans, coordinates, implements and oversees programs and activities to facilitate communication and provide support to districts, agricultural employers, migrant children and their families; trains and evaluates the performance of assigned staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL/TYPICAL DUTIES:**

Plan, develop, implement, oversee and make recommendations related to the identification and recruitment functions of the Migrant Education program of the Santa Clara County Office of Education

Assist in a wide variety of technical and administrative matters such as making and implementing policy recommendations relating to identification and recruitment and developing identification and recruitment calendar in collaboration with school districts, agricultural employers, businesses and community agencies

Provide coordination with and establish collaborative contacts with proper agencies such as community based organizations, school districts, labor contractors and growers for the purpose of providing referrals of potential migrant students

Conduct in-service training for regional and district staff on procedures for student identification, recruitment and data reporting

Serve as a resource to schools and staff by visiting schools to answer questions, resolve problems, provide information and statistics regarding identification and recruitment, establish methods and procedures for identifying migrant children; monitor progress such as that related to the overall identification and recruitment process and implementation of staff training

Develop and recommend policies and procedures to assure compliance with federal, state and local regulations; review and update related forms to assure compliance with federal, state and local policies and regulations;

Prepare and disseminate written communication in English and Spanish; use bilingual English/Spanish public speaking skills in support of public relations and community awareness of the Migrant Education Program

Monitor, review and audit records, schedules and timelines to ensure accuracy and meet compliance regulations in accordance with state and federal guidelines as directed by the California Department of Education; collect enrollment and activity reports and compile monthly reports for submission to appropriate authorities

Collaborate with other program content experts and community agencies to secure resources and services for staff and parents; ensure that services and/or referrals are provided to identify migrant parents and students

Attend a variety of meetings; participate in the development of collaborative projects with other community agencies

Participate in the program planning and in the development of grant applications; assist in the preparation of the budget and allocation of funds for recruitment, eligibility and family services

Design and implement procedures for gathering and monitoring program data and partner sites; use program data to track and modify program training activities

Train assigned staff and evaluate their performance; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; manage and monitor staff absences

Operate a computer and assigned software programs; operate other office equipment as needed

Perform related duties as assigned

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Federal Migrant Education Program regulations, performance standards and guidelines, including Migrant Education identification and recruitment policies and procedures

Principles and techniques of training and leadership, problem-solving and conflict resolution

Migrant Education system for service delivery

Budget preparation and control

Basic record-keeping techniques

Community resources and the cultural needs and challenges associated with Migrant students and families, as well as social-cultural elements

Principles and practices of program planning, data collection and analysis, recordkeeping and reporting

Research methods and techniques

Office software applications

**ABILITY TO:**

Plan, develop, implement and oversee the identification and recruitment functions of the Migrant Education program of the Santa Clara County Office of Education  
Interpret, apply, understand, follow and adhere to Federal Migrant Program regulations, policies and procedures and performance standards and guidelines  
Effectively problem solve; modify systems, procedures, and programs within area of responsibility  
Establish and maintain cooperative and effective working relationships with those contacted in the course of work  
Coordinate and assign work to staff to meet established deadlines  
Collect and assemble data, prepare reports, monitor progress and analyze data  
Function effectively in a multicultural setting; work with diverse populations, including special needs families  
Maintain confidential information  
Serve as a resource to school staff and other stakeholders  
Effectively supervise, train, evaluate and motivate assigned staff  
Communicate effectively orally and in writing in English and Spanish  
Work independently with little direction  
Maintain, review and audit routine records

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's Degree in education, psychology, social services or a closely related field and two years increasingly responsible experience in a role related to identification and recruitment of migrant education populations or client advocacy and community organizing and liaising and one year experience in a supervisory or lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Bilingual/Biliterate English-Spanish skills required

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Duties are performed in an office environment such as a school district or at a Migrant Education center, as well as outdoors in the community, in the fields, or at labor camps under varying conditions.  
Will be required to work a flexible schedule, evening and weekend hours.  
Duties require incumbents to drive a vehicle to attend meetings with parents/students, staff and make home visits.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate equipment.
- Hearing and speaking to exchange information in person and over the telephone.
- Reaching overhead, above the shoulders and horizontally to retrieve stored files and supplies.
- Moving and transporting program materials and lifting, carrying and pulling objects weighing up to 25 lbs.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials
- Walk short distances on a regular basis and on uneven surfaces whenever necessary
- Operate a vehicle in the course of carrying out assigned duties.

Approved by the Personnel Commission: May 15, 2014

  
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Sheila Lopez, Director  
Classified Personnel Services

May 15, 2014  
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Date