

SANTA CLARA COUNTY OFFICE OF EDUCATION

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

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

8/28/19

 Date