

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: MIGRANT EDUCATION PROGRAM RECRUITER - BILINGUAL**

#### **BASIC FUNCTION:**

Under the direction of the Director of Special Projects or designee, identifies, recruits and enrolls qualified students into the Migrant Education Program which provides supplemental instructional and health services to students of migrant parents/guardians, retrieves and updates information of migrant students, and refers parents/guardians to community-based public agencies for treatment of their children's health problems.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Make home visits to identify, recruit and enroll potential students for the Migrant Education Program and update pertinent data.

Assist parents/guardians in completing forms regarding student's eligibility, federal free meal program, bus services, insurance, selection of classes, and health services.

Provide assistance to organize workshops and meetings for migrant parents/guardians; promote parent/guardian participation in program and school activities.

Visit homes, social services agencies, community organizations, and other locations to inform parents/guardians of supplemental instructional and health services provided under the Migrant Education Program.

Maintain a daily log of activities as required for compliance and federal monitoring.

Provide assistance to compile and review management information files for reporting and compliance reviews.

Attend a variety of meetings related to program activities and services; assist to prepare agendas and take minutes; interpret during meetings and conferences to facilitate communication between parents/guardians, teachers and district personnel.

Translate a variety of written materials from English to a second language and from that language into English; interpret and facilitate communication between staff and non-English speaking parents/guardians.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

##### **OTHER DUTIES:**

Perform related duties as assigned.

##### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Program eligibility requirements. Social and medical services. Record-keeping techniques.

Operation of a computer terminal and data entry techniques.

Proper oral and written English usage, grammar, spelling, punctuation, and vocabulary

Interpersonal skills using tact, patience and courtesy.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of migrant families. Basic interviewing techniques.

#### ABILITY TO:

Assist in identifying, recruiting, and enrolling students in the program. Assist in determining parent/guardian and student eligibility and qualification.

Perform a variety of clerical office duties, including the preparation and maintenance of records and reports.

Read, write, translate and interpret English and a designated second language.

Maintain current knowledge of program rules, regulations, requirements and restrictions. Apply and explain rules, regulations, policies and procedures.

Determine appropriate action within clearly defined guidelines. Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others. Type at a speed sufficient to successfully perform the duties of the job.

Operate a computer terminal to enter data, maintain records and generate reports. Work independently with little direction.

Work confidentially with discretion.

#### EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent, and six months of experience working with children or families in an educational or social service environment.

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

#### WORKING CONDITIONS:

##### ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work. Working evening or variable hours.

##### PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information.

Ability to see to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

#### **FINAL 3.21.14**