

TITLE: Migrant Advocate
District Wide Program (Preschool – 12th grade)

QUALIFICATIONS: Valid Kentucky Teacher Certification

REPORTS TO: Director of Federal Programs

PERFORMANCE STANDARDS:

This employee is responsible for all facet of program implementation to include program participants, providing advocacy in the area of academic monitoring, career and vocational assistance and assisting with personal and social needs.

Duties of this position include but are not limited to:

1. Planning:
 - a. Identify and recruit migrant students and families.
 - b. Identify program participants and secure parental permission for program participation.
 - c. Identify student needs via student conferences, teacher conferences, reviewing cumulative records and report cards.
 - d. Coordinate referrals of migrant students for possible services.
 - e. Identify potential tutors to be employed by the program.
 - f. Assist school staff in obtaining information from previous schools through the migrant office files.
 - g. Coordinate and plan the summer school program for migrant students and families.
 - h. Assist with the interpreting and updating of Certificate of Eligibilities as required.
2. Programming:
 - a. Make complete arrangements for migrant tutorial sessions in cooperation with classroom teachers and administration.
 - b. Periodically distribute a list of all eligible migrant students to administrators, guidance counselors, and regular classroom teachers for referral purposes.
 - c. Monitor and assist migrant recruiter with identifying and recruiting migrant families in the community.
 - d. Make at least one home visit with migrant families to: meet with parents/guardians; determine the needs of other children who may reside in the home; and seek the involvement of parents/guardians in their child's education through modeling, coaching and placement of appropriate educational or training materials in the home.
 - e. Make other home visits and/or parent contacts as needs or requests by others might indicate.

- f. Implement the summer school program for migrant students and families.
 - g. Provide support for instruction aligned with Kentucky Core Academic Standard.
 - h. Perform related duties and assume other responsibilities as may be assigned by the Superintendent.
3. Monitoring and Reporting:
- a. Monitor student attendance and reports of problems involving migrant students such as suspensions and withdrawals.
 - b. Maintain complete records that reflect student referrals, student/parent/teacher contacts, and any other documents needed for accountability.
 - c. Monitor academic progress, attendance and behavior via student conferences, parent conferences, teacher conferences, reviewing cumulative records and report cards.
 - d. Document student needs before tutorial services are provided.
 - e. Compile and maintain data for completing a needs assessment of the program and for reports needed by the records clerk, district supervisor and regional program coordinator.
 - f. Continually participate in appropriate professional development and training to enhance existing skills and to learn new skills for the job.

Updated: _____

I have read and understand the terms set forth in this job description.

Signature of Employee _____

Date Signed _____