

TITLE: **MIGRANT RECRUITER/ADVOCATE**

QUALIFICATIONS:

- High School Diploma
- Must meet paraprofessional requirements
- Must meet the requirements for a criminal record check as specified by Kentucky State law
- Must meet health requirements as specified in district personnel policy
- Bi-lingual language skills highly preferred
- Previous experience working with migrant community
- Valid driver's license with good driving record
- Proven ability to work effectively with students
- Proven ability to communicate effectively with students, parents, and faculty

REPORTS TO: District Migrant Coordinator

SUPERVISES: May coordinate and direct activities in summer school; program instructional assistant; hourly tutors

REPRESENTATIVE DUTIES:

- ❖ Ability to identify migrant and immigrant students and families and to coordinate the delivery of educational, health and social services.
- ❖ Apply and explain federal regulations pertaining to the migrant education program.
- ❖ Attend recruiter meetings and other training sessions sponsored by the State and Regional Offices for the Department of Education.
- ❖ Abide by standard procedures and practices contained in the State Identification and Recruitment Handbook and other directives issued by the State Department of Education.
- ❖ Identify eligible migrant students residing within the boundaries of the assigned school district.
- ❖ Complete Certificate of Eligibility and Health Data Entry forms; obtain a parent signature for documentation of eligibility for eligible students; submit completed and signed Certificates of Eligibility and Health Data Entry forms to the assigned clerk.
- ❖ Work under the supervision of an assigned director; assist school principals, teachers, secretaries, and nurses in maintaining related records.
- ❖ Communicate between home and school, continually striving to maintain positive communication.
- ❖ Assist Principals with the recruitment of parents for membership in the Parent Advisory Council and with related activities.
- ❖ Provide or facilitate supportive services to migrant children or to their families as necessary; enable migrant children to receive a sound education.
- ❖ Perform related duties as assigned.

CRITICAL SKILLS/EXPERTISE REQUIRED:**KNOWLEDGE OF:**

- Federal regulations pertaining to the migrant education program.
- Correct oral and written usage of English.
- Oral and written communication skills.
- Public speaking techniques.
- Laws, rules, and regulations related to assigned activities.
- Applicable sections of the Kentucky Administrative Regulations and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Read, write, translate, and interpret English.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Plan, organize and establish priorities related to assignment.
- Handle sensitive information in a confidential manner.
- Work independently and make decisions with minimum supervision.

TERMS OF EMPLOYMENT:

- 185-day flexible calendar. Salary determined by the adopted classified salary schedule of the Christian County Board of Education.
- Sick leave, emergency leave, and personal leave as stated in board policy.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.