

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: X G DATE: October 15, 2019

TOPIC/TITLE: Amended Job Description - Migrant Coordinator

PRESENTER: Jimmy Brehm

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☒ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☒ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Request to amend the job description for the Migrant Coordinator position.

SUMMARY OF MAJOR ELEMENTS:

Job description to be changed to include applicants who are bilingual to not be required to have a bachelors degree.

IMPACT ON RESOURCES: Potential impacts would be an increase to fringe benefits cost due to the job description change which would be paid for by allocating additional money from the migrant grant to cover this change.

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended



TITLE: MIGRANT PROGRAM ADVOCATE BASIC FUNCTION:

Plan, organize, implement and coordinate the Migrant program to provide educational and resource services which will strengthen and enhance the overall development of the migrant child.

SPONSIBILITIES

- Make plans to implement the migrant program to the fullest extent possible given program resources.
- Review achievement data and maintain contact with migrant child's teachers to determine level of academic need for migrant students.
- Monitor student progress throughout the school year including grades, attendance, academic achievement and behavior referrals.
- Meet with child as necessary to determine level of success and possible needs.
- Assist in the resolution of issues that may hinder student success in the school and community.
- Make routine home visits as necessary to meet family.
- Assess home environment for barriers to success
- Encourage family involvement in the educational process
- Provide educational materials for the home as needed.
- Provide families with modeling, coaching or training as needed.
- Maintain partnerships with outside agencies to supplement program resources and provide optimal services for children/families.
- Maintain a log of collaborative efforts with outside agencies.
- Maintain a log documenting services provided to families
- Maintain logs documenting activities with students and families .
- Maintain log of contacts and collaborative efforts with instructional personnel.
- Compile and maintain data for needs assessment.
- Submit all required information and reports to regional office, records clerk and district supervisor
- Develop, plan and implement summer programming.
- Recruit student/family participation in summer programming.
- Maintain and support academic foci as established by state, region and district offices.
- Maintain resource focus on the priority for service children in the migrant program.
- Participate on district committees as requested by supervisor.
- Identify and recruit families for program membership
- Maintain accurate records of recruitment efforts.
- Maintain required enrollment records and forms submitting to region and district as requested.
- Prepare required reports.
- Actively search for improved methods of serving the migrant population.
- Provide tutoring or other academic assistance to migrant students as needed.
- Provide leadership, guidance, and monitoring for tutors working with migrant students.
- Collaborate with tutors regarding the design of the academic interventions for migrant students receiving assistance.

- Attend all meetings as required of the state, regional, and district office.
- Seek and attend professional development sessions that will promote professional growth and strengthen the migrant program.
- Manage migrant budget within accordance to federal regulations.
- Abide by school district policies in all activities.
- Use a variety of methods to communicate with migrant families, schools and the public regarding the activities, purposes and goals of the migrant program.
- Maintain confidentiality as in accordance with FERPA.
- Be familiar with board policies as they relate to the migrant program.
- Oversee and monitor the work of volunteers, committees, task forces and personnel working for the migrant program.
- All other duties as assigned by supervisor .

KNOWLEDGE AND ABILITIES:

The candidate needs to demonstrate proficiency in the following areas:

- Organizational skills needed to plan and implement programs.
- Organizational skills necessary for office efficiency and compliance with regulations.
- Oral and written communication skills.
- Long range planning techniques.
- Interpersonal skills including diplomacy , courtesy, and patience.
- Prioritization of duties and activities .
- Current technologies used by migrant and school staff.
- Meet all deadlines and budget time accordingly .

EDUCATION AND EXPERIENCE:

Advocator must have a college degree and/or be bilingual and should have prior experience working with families and children. Preference will be given to bilingual applicants.

TERMS OF EMPLOYMENT:

Salary and work days to be established by the Board of Education. Flexibility of work days over a twelve month period.

EVALUATION:

Job performance will be evaluated in accordance with the provisions set forth by the Board of Education.