

Request to Place an Item on the AgendaName: Camille Dillingham

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☐ Superintendent ☐ Board Chairperson

Conferred with following administrators (names): _____

Description of Issue: _____

Specific Action Requested: To approve creation of a
temporary migrant advocate Assistant position
April 1, 2020 - June 30, 2020 @ migrant
recruiter/Eh assistant hourly rates

Check if you are: ☐ Board Member ☐ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

JOB DESCRIPTION

MIGRANT ADVOCATE ASSISTANT

Assist the Advocate/Recruiter in identifying and serving eligible migrant students and their families residing in the Todd and Muhlenberg County Public School Districts.

REPORTS TO: MIGRANT ADVOCATE/RECRUITER

DUTIES AND RESPONSIBILITIES:

- Work under the supervision of a Migrant Advocate/Recruiter; assist school principals, teachers, secretaries and nurses in maintaining related records.
- Communicate between home and school, continually striving to maintain positive communication.
- Assist Migrant Advocate 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.
- Document, maintain, and keep a daily log to include mileage and time of all activities such as home visits, assisting with PAC meetings, transportation of parents/guardians, or other activities.
- Perform other duties as assigned by the Director of Pupil Personnel as it relates to the Migrant Program.
- Performs other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic eligibility guidelines and goals of the Migrant Education Program.
- Correct oral and written usage of English and Spanish.
- 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 and Spanish.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.

- Work independently with little direction.
- Complete tasks in a timely and accurate manner.
- Plan and organize work.
- Maintain routine records and prepare reports.
- Work confidentially with discretion.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate; two years of college preferred; one year experience working with multi-cultural clientele; bilingual in English and Spanish languages.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Driver's License