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| **Mercer County Schools**  **JOB DESCRIPTION** |
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| Job Title: Migrant Advocate/Recruiter Reports to: Director of Federal Programs  Job Class Code: 7886 Work Schedule: 220 days  Pay Scale: Per Salary Schedule Approval Date: |
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| **PERFORMANCE RESPONSIBILITIES** |
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| **BASIC FUNCTION:** Identify, recruit, and enroll eligible migrant students residing in the assigned District; maintain communication between migrant families and the schools.  **REPRESENTATIVE DUTIES:**   * Apply and explain federal regulations pertaining to the migrant education program. * Attend recruiter meetings and other required training sponsored by MEP (regional, state, and/or national) * 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's signature for eligibility documentation 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 an assigned administrator with recruiting 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. * Develop relationships with community agencies, businesses, civic groups, etc and refer families as needed.   **KNOWLEDGE AND ABILITIES:**   * Federal regulations pertaining to the migrant education program. * Correct oral and written usage of English and a designated second language. * 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. * Local businesses, farms, restaurants/grocery stores, and other places where potential migrant families could be. * Read, write, translate, and interpret English and a designated second language. * 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. * 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 motor manipulating * Requires bending, squatting, crawling, climbing, and reaching * Requires the ability to lift, carry, push, or pull weight * Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job. |
| **MINIMUM QUALIFICATIONS** |
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| **EDUCATION AND EXPERIENCE**: Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and experience working with multi-cultural clientele. Applicants need to be bilingual in English and Spanish. |
| **IMPORTANT NOTES** |
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| *Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual’s ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.* |
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