

Title I, Part C Regional Clerk/Recruiter/Advocate Assistant

TITLE: Regional Clerk/Recruiter/Advocate Assistant

DEPARTMENT: Title I, Part C Program

REPORTS TO: Central Region Migrant Education Director and Federal Programs Coordinator

Classified Position

Salary based on salary schedule for Regional Clerk/Recruiter/Advocate Assistant

Bilingual preferred

Days: 220

QUALIFICATIONS/REQUIREMENTS: *Must have no convictions of a felony or past criminal history, be in good health as evidenced by completion of a physical examination as prescribed by the Board. Must be of good character and moral behavior.*

CRITICAL SKILL/EXPERTISE REQUIRED:

Knowledge of: Federal regulations and requirements pertaining to the Migrant Education Program, Title I Part C.

Laws, rules, and regulations related to assigned activities.

Applicable sections of the Kentucky Administrative Regulations and other applicable laws.

Record-keeping tasks and clerical skills.

Computer and database skills.

Oral and written communication skills.

Public speaking techniques.

Critical thinking, problem-solving, and time management skills.

Interpersonal skills using tact, patience, and courtesy.

Exhibits flexibility, initiative, and ability to work with limited oversight.

Correct oral and written usage of English and/or a designated second language if applicable.

Demonstrates commitment and concern for the migrant education program and its efficient operation.

ESSENTIAL JOB FUNCTIONS:

Manage and maintain required paperwork, student records and information for migrant education program databases adhering to district and federal program guidelines.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Processing required migrant education program data in conjunction with local school districts, regional centers, and state department personnel.

Provide guidance and support through daily technical assistance and training.

Establish and maintain cooperative and effective working relationships with others.

Prepare and deliver oral presentations and training.

CLERK RESPONSIBILITIES:

Explain and apply federal regulations and requirements pertaining to the migrant education program.

Assists regional migrant education director and staff in addressing Title I, Part C grant objectives and requirements.

Maintains extensive knowledge of the overall operation of the migrant education program at the regional and district levels.

Enroll all eligible migrant students in MIS2000 according to Kentucky's Migrant Education adopted procedures.

Ensures that all required district and regional migrant education program records and paperwork are obtained and processed in a timely manner.

Processes all incoming and outgoing correspondence concerning student data within migrant records and disseminates the MIS2000 data accordingly.

Ensures the accuracy of student data and program requirements through reporting, routine data checks, and review of the Migrant Education Web App.

Adheres to Kentucky's Migrant Education timeline requirements for processing all "certificates of eligibility", program records, paperwork, and data input in state and migrant databases.

Verifies all electronic "certificates of eligibility" information and students to ensure quality control.

Maintains up-to-date individual student records for a minimum of ten years for all school districts within the region.

Uses school district and migrant program education databases and computer programs accurately and effectively.

Participates in required district, regional, state, and national professional development.

Provides direct training to migrant staff at local, regional and state levels.

Assist an assigned administrator with the recruitment of parents for membership in the Parent Advisory Council and with related activities.

Collaborate and work cooperatively with migrant education staff and local school district personnel to assist in obtaining required student data.

Assist in the planning and implementation of regional summer programming and overnight camp.

Provide or facilitate supportive services to migrant children or to their families as necessary; enable migrant children to receive a sound education.

RECRUITER RESPONSIBILITIES:

Identify, recruit, and enroll eligible migrant students residing in the assigned regional school districts.

Maintain communication between migrant families and schools.

Apply and explain federal regulations pertaining to the migrant education program.

Abide by standard procedures and practices contained in the directives issued by the State Department of Education and local school board.

Complete electronic Certificate of Eligibility, obtain a parent signature for documentation of eligibility for eligible students; review and submit completed and signed Certificates of Eligibility on time adhering to quality control procedures.

Work under the supervision of an assigned director; assist school principals, teachers, secretaries, nurses, and school personnel in maintaining related records.

Communicate between home and school, continually striving to maintain positive communication.

Develop a network of school and community resources for identifying and recruiting eligible children into the program.

Keep documentation that shows daily recruitment activities.

Make accurate eligibility decisions.

Attend required training for new and experienced recruiters conducted annually by the state migrant office.

Perform related duties as assigned.

ADVOCATE ASSISTANT RESPONSIBILITIES:

Provide individual or group tutoring across multiple subject areas in varied environments (school, library, home, etc.)

Prepare and organize lessons, materials and resources for use during tutoring sessions, based on individual student needs.

Perform clerical duties such as preparation of instructional and classroom materials; operate copy machines; organize and maintain student records, etc.

Participates as a member of an instructional team through communication and collaboration with teachers, administration, and other school personnel to meet the academic and support needs of individual students.

Monitor and maintain records of student progress.

Monitor and report the behavior of students according to approved procedures; report progress regarding student performance and behavior; check in and support students

Assist students by providing proper examples, emotional support, a friendly attitude, and general guidance

Confer, as needed, with teachers concerning programs and materials to meet student needs

make home visits as necessary

Assist in the supervision of students / Maintain student control at Migrant sponsored events

Assure the health and safety of students by following health and safety practices and regulations

Inform teacher/principal/coordinator on matters of concern.

ADDITIONAL REQUIREMENTS:

Will be required to complete all required training and attend professional development sessions.

Performs assigned tasks in a timely manner.

Consistently displays self-control with parents, students, and school personnel.

Maintains a clean workstation (bus, desk, office, etc.) and does maintenance as needed.

Be clean, neat, and appropriately dressed.

Be consistently responsible and display an attitude of honesty and credibility.

Show enthusiasm, interest, and concern for the migrant education program and its efficient operation.

Maintains student control.

Operate equipment in a safe manner at all times.

Demonstrate positive behavior toward the purposes and goals of the Barren County Public Schools.

Maintain regular and punctual attendance.

Perform related duties as assigned

TERMS OF EMPLOYMENT:

Work year is comprised of 220 days as designated by the current school calendar.

Employee must work 10 days in June and 10 day in July. Salary commensurate with adopted personnel salary schedule.

Sick leave and personal leave provided as stated in board policy.

The employee is an "at will" employee and the superintendent may terminate this employment at any time.

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