

TITLE: MIGRANT LIAISON

QUALIFICATIONS

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Bilingual (English & Spanish) recommended.
3. High level of competence in typing, filing, and general computer knowledge
4. Knowledge of word processing, data bases, spread sheets, and reports
5. Knowledge of automated office equipment and efficient office procedures
6. Good telephone skills and ability to communicate effectively
7. Work well under pressure and deadlines
8. Excellent organizational skills
9. Works well with students, staff, and the public
10. Translate written and spoken English into a designated language and the same language into English
11. Prepare and maintain required records, files, reports, logs, statistics, and documentation;
12. Maintain confidentiality of staff and students
13. Communicate effectively, both orally and in writing;

PRIMARY RESPONSIBILITY TO Special Programs Director

JOB SUMMARY

To identify, recruit and enroll all eligible students residing in the Wendell School District in the Migrant program and to maintain communication between migrant families and the schools. The principal duties of the position are performed in an office environment.

MAJOR DUTIES AND RESPONSIBILITIES

1. Identifies migrant families in the District, following district Identification and Recruitment Plan and Quality Control Plan
2. Collaborate with Regional ID&R coordinator on a weekly basis to help with the identification of eligible migrant students in the district.
3. Complete Certificate of Eligibility as soon as possible upon registration of migrant students per state and federal guidelines
4. Interview and recruit migrant families through outreach, including visits to families, local agricultural employers and other community agencies, including working after regular hours, as needed;
5. Provide referrals to migrant families to services to assist them in overcoming the obstacles to obtaining services, as needed;
6. Maintain accurate and comprehensive records of contacts made with agencies and services provided to migrant families through weekly contact logs, certificates of eligibility, etc.

7. Assist the district migrant director in involving migrant parents to be active participants in the education of their children. This includes active participation in the district Migrant Parent Advisory Committee.
8. Make home visits to determine the reason for student absence within three working days from the last day of attendance.
9. Serve as a language conduit between community agencies, schools and migrant families;
10. Attends meetings, in-service and training requested by the district or migrant program;
11. Refers eligible migrant students to appropriate academic programs and summer school;
12. Process registration, attendance and related records for eligible migrant preschool students;
13. Participates and assist in planning parent involvement programs;
14. Determine Continuation of Services status and Priority for Services data;
15. Annually verify each student's residency in district and complete form (Annual Residency Verification);
16. Enter data accurately and timely into State and Migrant Program data entry (i.e. MSIS, MSIX, ISEE);
17. Prepare and maintain files, records, logs, reports and other required program documentation;
18. Performs administrative tasks including, but not limited to, keyboarding, copying, and filing;
19. Maintains student and District confidentiality;
20. Performs all work duties and activities in accordance with District policies, procedures and safety practices.
21. Performs other duties as assigned.

EVALUATION

Performance of this position will be evaluated annually by the supervisor of Special Programs in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Printed Name

Date

Signature