

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

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| Position Title: | MIGRANT EDUCATION ASSISTANT |
| Job Family: | Student Services |
| Reports to: | Director of Migrant Education Services |
| Salary Level: | Range 23 |
| Calendar: | Classified 12 Month |

SUMMARY:

Under the supervision of the Director of Migrant Education Services, identify and determine student eligibility for the Migrant Education Program; provide a communication link between schools, community, migrant students and families regarding program eligibility, service and activities; encourage and support parent involvement in Migrant programs; collect and compile information regarding District migrant student services; assist with providing a variety of support services to migrant families enrolled in an assigned migrant services or education program

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform duties related to the identification and the recruitment of eligible migrant students; interview and assess migrant students in the identification of educational needs and issues.
- Maintain and record Migrant identification and recruitment information connected with the Migrant Student Information Network (MSIN, Certificates of Eligibility); assure accuracy of data.
- Coordinate supplemental health and dental services offered by the Migrant Regional Program and other agencies for eligible migrant students.
- Assist with providing health education to migrant families as required; ensure migrant students receive physicals, emergency health and dental care as necessary; assist migrant parents and guardians complete related applications at home and on site as needed.
- Update and provide the migrant student list to program region personnel and district staff.
- Communicate with staff regarding migrant students, services, activities and needs.
- Type and input data into assigned computer programs; send and receive emails; answer telephones, greet and assist visitors and respond to inquiries.
- Assist migrant students in accessing and utilizing District and community resources; collaborate with schools and community agencies in providing assistance to migrant students.
- Interpret and translate communications and materials from English into a designated second language related to program services and activities for migrant students and families as directed.
- Collaborate with various organizations, agencies and authorities outside of the District; refer migrant students for services as needed.
- Provide support for the District's migrant parent involvement plan and assist in encouraging involvement of the migrant community in school activities.
- Assist identified migrant students and families to develop supportive attitudes toward school attendance and the educational process; assist migrant parents with developing goals for their children; initiate phone calls to schedule home visits and provide related information.
- Communicate with migrant parents by telephone, via home visits and through correspondence to provide information regarding school, community and regional services and programs.
- Develop support among parents of migrant students toward school attendance and the overall educational progress of their students.
- Maintain and update program documentation related to migrant student demographics, services provided and program enrollment/annual verification.
- Operate a variety of office equipment including a copier, scanner, computer and assigned software.

- Prepare and maintain a variety of records and reports related to migrant family information, migrant student progress, community resources, and assigned activities; establish and maintain filing systems.
- Attend and participate in migrant related meetings, in-services, migrant parent trainings as assigned; provide input concerning family needs and concerns.
- Assist migrant program staff in coordinating Parent Advisory Council (PAC) meetings and trainings.
- Interpret and translate communications and materials from English into a designated second language related to program services and activities for migrant students and families.
- Drive a vehicle to conduct work; conduct school and home visits; confer with migrant students and families concerning program services and school operations, policies and procedures.
- Respond to inquiries and provide information and referral services to migrant families regarding community resources, services and outside agencies as appropriate; assist migrant families with securing transportation as needed.
- Communicate with personnel, outside agencies and identified migrant families to exchange information and resolve issues or concerns; collaborate with community and outside agencies and other personnel to meet the needs of identified migrant students and families.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year experience working with migrant children or families in an educational, health or social services environment.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance.
- Incumbents in this classification are required to read, speak and write in a designated second language.

Knowledge of:

- Child guidance principles and practices.
- Applicable District and community resources, services and programs related to the needs of migrant students and families.
- Eligibility requirements of an assigned Migrant Education Program.
- Basic recruitment and interviewing techniques.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of migrant families.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Public relations techniques.

Ability to:

- Assist with providing a variety of support services to families enrolled in an assigned migrant services or migrant education program.
- Assist with providing outreach, referral and consultation services to enrolled migrant families.
- Learn policies and objectives of assigned program and activities.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Interview and assess migrant students in the identification of educational needs and issues.
- Read, write, translate and interpret English and a designated second language.
- Refer migrant families to community resources, services and outside agencies as appropriate.
- Encourage migrant students and families to develop supportive attitudes toward school.
- Establish and maintain cooperative, confidential, and effective working relationships with others.

- Operate a variety of office equipment including a computer and assigned software.
- Communicate with patience and courtesy in a manner that reflects positively on the Migrant Program.
- Plan and organize work with minimal supervision.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Work with supervisor initiated flex time schedules (variable hours including weekends and evenings) to accommodate specific weekend and evening program needs.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Variable work hours including evenings and weekends.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to access materials

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018