

**North Monterey County Unified School District**  
CLASSIFIED POSITION DESCRIPTION

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Position Title:	<b>MIGRANT EDUCATION STUDENT ADVOCATE</b>
Job Family:	Student Services
Reports to:	Director of Categorical Programs
Salary Level:	Range 24
Calendar:	Migrant Youth Advocate

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**DEFINITION:**

Under the direction of the Director of Categorical Programs, serve as an advocate for migrant students including drop-out students, non-schooled youth, Juvenile Hall youth, Continuation and Community Schools students and other special needs "at-risk" migrant youth; identify, recruit and determine youth's eligibility for the District's Migrant Education Program; collaborate with district personnel and various outside agencies or provide services and resources to out-of-school youth.

**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.

- Assist in advocating for the needs of migrant youth and families.
- Serve as a liaison among Migrant Education, Alternative Education, juvenile probation services, Adult education, school districts and other agencies serving the population including parents, families and youth.
- Identify, recruit and document eligible migrant youth into the Migrant Education program; identify high impact and peak influx period of migrant families.
- Perform record-keeping functions connected with the Migrant Student Information Network (MSIN) and Migrant certificates of eligibility.
- Provide direct educational assistance to migrant youth in or outside the school and/or agency setting; prepare and compile materials for tutorials.
- Review, input and organize certificates of eligibility for new and previous students.
- Plan and coordinate workshops, tutorials to support needs of students.
- Organize and schedule identification and recruitment by areas and identify high impact and peak influx period of migrant families.
- Provide information, resources and referrals to youth, parents and families.
- Initiate and receive telephone calls; send and receive emails; provide information and respond to inquiries from school sites, migrant students, parents/families and the public regarding migrant programs and services.
- Establish and maintain a variety of files, logs, schedules and records; collect data and prepare reports.
- Collaborate with other agencies to provide services to identified migrant students and families.
- Communicate with students, parents and families on behalf of the District regarding available migrant programs and services; foster and ensure an ongoing partnership between the home and school.
- Develop partnerships with schools, community agencies, farmers, growers, crew leaders, and maintain ongoing contacts for referrals.
- Serve as a translator of oral and written materials to facilitate communication with migrant non-English speaking students, parents and families.
- Work flexible hours including evenings and weekends as needed; drive a vehicle to conduct work; conduct home visits and visit to identify and recruit migrant out-of-school youth; provide transportation for migrant youth as needed.
- Operate a variety of office equipment including a copier, a computer, assigned software.
- Attend meetings, training sessions, field trips and workshops; plan and coordinate special events and activities.

- Assist in creating a positive public image of the District's Migrant program and services.

Other Duties:

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: graduation from high school and some college level course work in a related field and two years of experience working with migrant populations or community agencies serving children and families with diverse cultural backgrounds.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance. (*Must submit authorization for a Driver Pull Notice*)
- Incumbents in this classification are required to read, speak and write in a designated second language.

Knowledge of:

- Coordination of a migrant education program.
- Migrant education objectives and functions.
- Recruitment, interviewing and assessment techniques.
- Correct oral and written usage of English and a designated second language.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students.
- Economic, social, cultural and psychological factors influencing migrant students and families.
- District and community resources and services.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and filing techniques.
- Community networking and public relations techniques.
- Local community and school district resources
- Operation a variety office equipment, a computer and assigned software.

Ability to:

- Recruit "at-risk" youth in the community.
- Work cooperatively with school and district personnel, program participants and migrant parents
- Serve as a liaison between the District, parents, students and families.
- Learn recruitment, interviewing and assessment techniques for migrant students.
- Provide information regarding programs and services available to students and families and school and/or District activities and procedures.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Confer with families and personnel concerning program and student needs and concerns.
- Provide community resources and referrals to social services agencies.
- Establish and maintain cooperative, confidential, and effective working relationships with others.
- Read, write, translate and interpret English and a designated second language.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Work with supervisor initiated flex time schedules (variable hours including weekends and evenings) to accommodate specific weekend and evening program needs.
- Maintain and prepare records, files and reports.

**WORKING CONDITIONS:**

Work Environment:

- Indoor environment.
- Drive a vehicle to conduct work
- Work evenings or variable hours.


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.
- Walking.

*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