

MIGRANT SUPPORT SERVICES AIDE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Assistant Superintendent of Business and the Director of Funded Programs identifies and recruits migrant children for school attendance. Maintains records, receives and inputs student records to a computer, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Follows all federal and state regulations pertaining to the identification and recruitment of migrant children
- Visits home and worksites, etc. to recruit, identify, and verify qualifying information for migrant students 2 through 21 years of age.
- Completes Basic Interview Pattern Form, Certificate of Eligibility, QAD Control Report and other forms and/or reports as necessary.
- Collects, reports, and maintains educational and health data for identified students.
- Checks migrant student inactive files for possible qualifying moves and to identify non-attending students.
- Organizes and schedules identification and recruitment by areas and identifies high impact and peak influx period of migrant families.
- Develops partnerships with schools, community agencies, farmers, growers, crew leaders, and maintains ongoing contacts for referrals.
- Distributes newsletters, posters, flyers, etc. to schools, agencies, businesses, etc.
- Develops resources and referrals to give to migrant families.
- Attends training meetings, inservices, and workshops as scheduled.
- Assists parents by providing information on supplementary programs provided by the school district and by the Migrant Education Program.
- Provides or facilitates such supportive services to migrant children or to their families as necessary to enable migrant children to receive available services.
- Completes all work accurately and promptly.
- Travels, providing own transportation throughout the assigned areas.
- Assists with and/or participates in parent education/involvement activities, i.e. migrant parent meetings.
- Assumes other duties as assigned.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Follows oral and written directions.
- Full-time use of an automobile that is insured pursuant to California regulation.
- Possesses a valid California State Drivers License.

KNOWLEDGE OF:

- Correct oral language usage, spelling, grammar, and punctuation in English and Spanish.
- Thorough knowledge of the geographic area.
- Awareness of multi-cultural communication and international modes.
- Knowledge of data analysis management, storage, and retrieval systems preferred.

SKILL AND ABILITY TO:

- Communicate with diverse populations on a professional and personal basis.
- Work a flexible schedule.
- Balance and prioritize a variety of work assignments.

WORKING CONDITIONS:

- Office environment
- Visits to homes and community for recruitment purposes
- Driving a vehicle to conduct work

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time
- Reach in all directions
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively

EDUCATION AND EXPERIENCE:

High School graduate

WORK YEAR:

180 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.