

MIGRANT AIDE

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Director of Funded Programs, assists the classroom teacher in improving the language, reading and math skills of migrant children.

ESSENTIAL FUNCTIONS:

- Provide individual and small group tutoring to migrant students
- Assists the classroom teacher in diagnosing learning problems of migrant children
- Maintains appropriate records for each migrant child
- Plans with classroom teacher the types of instruction needed for migrant children
- Makes home calls when warranted
- Attends and participates in in-service programs

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Possession of a valid and appropriate California State Driver's License and have access to a reliable and insured automobile
- Passage of CODESP test
- Safe driving practices
- Fluency in Spanish

KNOWLEDGE OF:

- Basic arithmetic and English
- Proper English grammar, punctuation and sentence structure
- Record-keeping
- Identifying and applying instructional techniques appropriate for helping migrant students
- Basic first aid practices, procedures and techniques

SKILL TO:

- Follow written and oral directions and to work harmoniously with students and teachers
- Demonstrate interest in and ability to work with youngsters
- Read notes, memos and student reports
- Communicate orally to effectively convey information
- Interact with children in a bilingual and bicultural setting

PHYSICAL FUNCTIONS:

Ability to:

- Hear and understand speech at normal levels
- See and read notes, memos and printed material
- Write legible reports
- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds

- Reach in all directions
- Sit and stand for extended periods of time
- Walk/move in order to do appropriate duties
- Speak in an understandable manner in order to convey information to students, parents and staff

EXPERIENCE:

Recent experience working with children or youth groups is desirable

WORK YEAR:

One hundred eighty (180) days, plus paid holidays, plus paid vacation

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.

*Board adopted: 9/14/99
Update: July 12, 2011*