

**JOB DESCRIPTION**

Clackamas ESD

**POSITION TITLE:** Migrant Recruiter – Graduation Specialist, Migrant Education Program (MEP) – Bilingual

**DEPARTMENT:** Teaching and Learning

**SCHEDULE PLACEMENT:** Range 15

**WORK YEAR:** Up to 185 Days | Instructional Calendar

**SUPERVISED BY:** Coordinator, Migrant Education Program

**EMPLOYEE ASSOCIATION:** Classified

**GENERAL DESCRIPTION OF THE POSITION:**

The role of the Migrant Recruiter – Graduation Specialist is to actively connect parents, community organizations, and colleges with the school to support academic and individual student goals. The Migrant Recruiter – Graduation Specialist is also responsible for the identification, recruitment, and eligibility status of migrant students and families in Clackamas County per state and federal requirements. The Migrant Recruiter – Graduation Specialist also establishes appropriate partners and contacts, provides recruitment activities, follows up on recruitment leads, schedules and conducts eligibility interviews, makes eligibility determinations, and documents program eligibility throughout the county.

**ESSENTIAL FUNCTIONS:**

1. Meets with every middle school and high school migrant student to make sure they are on a path towards graduation
2. Investigates, processes, and monitors children, youth, and their families for eligibility for Migrant Education Consortium Program services
  - a. Schedules and carries out interviews to determine eligibility
  - b. Accurately completes required Certificates of Eligibility, obtaining necessary signatures and routing in a timely manner
  - c. Maintains database of currently ineligible children, youth and families and reviews their status for changed eligibility
3. Establishes a network of collaborative partners that can assist in the identification and location of families that may qualify for the Migrant Education Program
  - a. Identifies, contacts, and maintains a database of potential and known employers of migrant workers
  - b. Makes contact with public and private community agencies that serve rural/urban populations in Clackamas County
  - c. Works with the Title IC Migrant Education Consortium Consultant and consortium districts to develop, enact, and monitor strategies and activities for identification and recruitment
  - d. Maintains accurate, up-to-date recruiter log(s) for periodic joint review with the Title IC Migrant Education Consortium Consultant

4. Collaborates with school/district personnel
  - a. Attends open houses, parent conferences, and other school or district functions designed to increase parental involvement and communicate the district's educational mission
  - b. Establishes a regular schedule of communication with designated school contacts to review the program, recruitment responsibilities, and establish/revisit communication procedures with each district
  - c. Assists counselors and administrators in the management of a community mentor program, and in the planning and administration of College and Career Fair opportunities for students within the school-year
5. Assists certified staff in communicating to parents how parents can support their child's educational success, with emphasis on the following information:
  - a. Benchmarks, Standards, and testing criteria
  - b. Assessment tools and testing criteria and data
  - c. Special programs the school offers to support parent involvement and promote student success
  - d. College readiness and preparation
6. Fosters improved parental understanding and involvement in increasing their children's academic achievement
  - a. Assists in arranging parent training and advises parents of various community resources which can increase parents' effectiveness in helping their child meet benchmarks and prepare for college or career
  - b. Makes home visits, as necessary, to facilitate communication between school and family
  - c. Coordinates opportunities for parent involvement in the classroom, before or after school, and at school or district events
  - d. Provides translation services (oral, verbal, and written) as necessary
7. Recruits, encourages, and assists students in their exploration and preparation for college or other opportunities
8. Participates in training and professional development provided by OMESC and Clackamas ESD to stay current on issues, trends, and emerging requirements for recruitment and eligibility in the Migrant Education Program per state and federal mandates
9. Supports MEP staff in the building and strengthening of partnerships with regional colleges and universities

**ADDITIONAL FUNCTIONS:**

10. Follows and support the policies and procedures of the ESD and community early childhood settings in which children receive services.
11. Performs other duties as may be assigned.
12. Works cooperatively and harmoniously with clients, co-workers, and supervisors.
13. Maintains professional and technical knowledge by participating in professional development activities.

**MINIMUM QUALIFICATIONS:**

1. Must be at least 18 years of age
2. Has or obtains initial level certification for a recruiter within the first six months of employment as required by the Oregon Migrant Education Service Center (OMESC)
3. Valid Oregon driver's license
4. Successful experience working with migrant students and families preferred
5. Knowledge of identification and recruitment for the Migrant Education Program
6. Demonstrated ability to work independently and use initiative to accomplish tasks with general instruction and guidance from Migrant Education Coordinator
7. Fluent written and oral communication skills in both English and Spanish as demonstrated on a proficiency skills assessment provided by Clackamas ESD
8. Computer skills sufficient to complete online Certificates of Eligibility, produce basic Excel spreadsheets, use the Oregon Migrant Student Information System database, check accuracy of records in the student records management system, and maintain documentation of time use and eligible children/youth outcomes
9. Physical and mental attributes sufficient to perform essential functions

**WORKING CONDITIONS:**

1. Frequently interview families for the Migrant Education Program
2. Frequent professional communication with supervisor, MEP Staff, office staff, state trainer, other recruiters, and school district personnel
3. Work environment varies frequently during the day and week including the ESD office, public schools, community preschools, outdoors, and family homes throughout the county
4. Local travel required to deliver services in multiple sites during the day and week
5. Performance of duties involves delivery of services in schools, community agencies, and in private homes in which the recruiter is not in control of the environment

**PHYSICAL JOB TASK REQUIREMENTS:**

The physical requirements checked are essential to successfully performing the duties associated with this position.

## 1. Employee may need to:

- |                            |                                       |  |  |  |
|----------------------------|---------------------------------------|--|--|--|
| Bend:                      | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All            |
| Climb:                     | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input type="checkbox"/> Occasionally            | <input checked="" type="checkbox"/> Not At All |
| Crawl:                     | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input type="checkbox"/> Occasionally            | <input checked="" type="checkbox"/> Not At All |
| Drive:                     | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not At All            |
| Kneel:                     | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All            |
| Lift:                      | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All            |
| Reach:<br>(above shoulder) | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All            |
| Sit:                       | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not At All            |
| Squat:                     | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All            |
| Stand:                     | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not At All            |
| Twist:                     | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All            |
| Walk:                      | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not At All            |

## 2. Employee may use hands for:

- |                   |                                       |  |  |                                     |
|-------------------|---------------------------------------|--|--|-------------------------------------|
| Single Grasping   | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not At All |
| Pushing & Pulling | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently            | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Fine Manipulation | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally            | <input type="checkbox"/> Not At All |

## 3. Employee may use wrists for:

- |                  |                                       |                                     |  |                                     |
|------------------|---------------------------------------|-------------------------------------|--|-------------------------------------|
| Twisting/turning | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
|------------------|---------------------------------------|-------------------------------------|--|-------------------------------------|

## 4. Employee may use feet for repetitive movement as in operating foot controls:

- |                                       |  |                                       |                                     |
|---------------------------------------|--|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
|---------------------------------------|--|---------------------------------------|-------------------------------------|

## 5. Lifting:

- Medium Work: Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

**MENTAL JOB TASK REQUIREMENTS:**

The mental functions checked are essential to successfully performing the duties associated with this position.

**REASONING ABILITY:**

- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

**CALCULATIONS:**

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- Understanding the metric system and conversions
- Fractions, decimals, and percentages
- Statistics, use of graphs
- Advanced mathematics
- Theoretical application of statistics and complex math

**LANGUAGE:**

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- Reads and interprets complex technical material
- Ability to speak and understand a second language
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

I hereby indicate by my signature that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_