

TITLE: MIGRANT HOME/SCHOOL COORDINATOR

QUALIFICATIONS

1. High school diploma or equivalent
2. Knowledge of pertinent services for qualifying families and students preferred
3. Knowledge of relevant federal and state law, administrative rules, and Board policy preferred
4. Fluent reading, speaking, and writing skills in Spanish and English
5. Able to work independently in scheduling activities with parents and students as appropriate
6. Works well with students, staff, and community members
7. Strong organizational skills
8. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Federal Programs Director and Building Principal

JOB SUMMARY

To identify, recruit, and enroll eligible migrant students residing in the district and to act as a liaison to maintain positive communication between migrant families and the schools.

MAJOR DUTIES AND RESPONSIBILITIES

Interacting with Migrant Student and their Families

1. Recruit and help register migrant students for school programs
2. Interpret and translate language in reading, writing, and speaking
3. Disseminate and explain schedules, transportation, and school lunch programs to students and families
4. Provide personal, academic, and career guidance
5. Communicate school-family social problems
6. Conduct home visits on behalf of the staff or district to relay messages relating to health, attendance, grades, or other concerns
7. Attend and translate at parent-teacher conferences or meetings for migrant students and parents
8. Provide individual and small group tutoring in math, reading, and language acquisition
9. Inform families of community services available to them

Advising and Assisting School Staff

1. Interpret family needs to school officials
2. Contribute to professional development training to enhance teacher understanding of migrant children
3. Recommend curriculum enrichment for migrant children
4. Assist with classroom instruction
5. Integrate assessment data with curriculum for the academic achievement of migrant students
6. Maintain migrant room inventory and provide annual report to the Title 1/federal programs coordinator
7. Assist with the assessment of migrant students
8. Be in attendance at all child study teams when a migrant child is involved

Other

1. Provide clerical duties such as phone calls, letters, records, forms, copies, and material preparation
2. Act ethically and confidentially in all aspects of employment
3. Keep immediate supervisor informed of activities and any issues that may arise
4. Attend faculty meetings as required
5. Assume responsibility for his or her continuing professional growth and development by attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
6. Seek assistance should emergencies arise
7. Represent the school district in a positive manner
8. Know and follow school district policy and chain of command
9. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the federal programs director and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____