



PERSONNEL COMMISSION

Class Code: 5180
Salary Range: 17 (C1)

MIGRANT EDUCATION RECRUITER - BL SPANISH

JOB SUMMARY

Under general supervision, identify and recruit eligible students into the migrant education program; provide referrals for migrant education students and families to community, private and public agencies; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Follow-up on referrals from various sources, contact and interview parents and students to inform them of program services and make initial determination on their legibility for the program in the District. **E**
- Access student data system for information and complete Electronic Certificates of Eligibility (eCOEs); submit eCOE's for review and approval by Los Angeles County Office of Education (LACOE). **E**
- Review student eligibility quarterly and yearly, tally the enrollment and complete the enrollment report after adding eligible and deleting ineligible students. **E**
- Maintain contact with community, private and public agencies; refer students and families for services such as health clinics and for assistance with housing, clothing, transportation and family counseling; provide bus passes as appropriate. **E**
- Attend District in-services and trainings by LACOE and other agencies to maintain current knowledge of migrant education developments and changes in mandates and regulations originating from the federal and state program. **E**
- Assist in the administration of Migrant Education School Readiness Program/Saturday activities for migrant students and families that includes parenting classes, tutoring students in language and mathematics, arrangements for speakers and special presentations on subjects such as self-esteem and health classes. **E**
- Visit homes to meet with parents and students for initial enrollment into the program and for referral to community services; provide information on District procedures, rules and regulations. **E**
- Complete and maintain forms, records, logs and field trip requests; update assigned databases; prepare mandated reports on the status of the Migrant Education and Migrant Education School Readiness programs. **E**
- Communicate regularly and work collaboratively with District site staff in addressing issues with migrant education students and families such as attendance, health, discipline and behavior; may work with school counselors as requested. **E**

- Translate and interpret information as necessary to assist site staff, students, parents and community resource personnel regarding migrant education services and academic achievement. **E**
- Operate a variety of office equipment such as fax machine, telephone, copier and computer and assigned software; drive a vehicle to conduct work. **E**
- Order supplies and materials for program as needed.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Migrant Education Program serves students ranging from ages 3 to 21. A Migrant Education Recruiter – BL Spanish evaluates initial student eligibility and follows through in assistance with enrollment of a qualified student at a District school. An incumbent maintains detailed records and files in accordance with the mandate of authorizing agencies for migrant education. In the role of coordinating and scheduling program activities an incumbent has ongoing communication with students, families, school site staffs, administrators exercising oversight from other agencies and personnel in community service agencies that provide social and health services for migrant education students.

EMPLOYMENT STANDARDS

Knowledge of:

Migrant education program objectives and services.
Problems and life styles of the migrant family.
Child adolescent behavior and development.
Policies, rules, procedures and practices pertaining to migrant education.
Correct English and Spanish usage, grammar, spelling and punctuation.
Clerical and record keeping procedures.
Community resources and services.
Basic mathematics.
Interpersonal skills using tact, patience and courtesy.
Modern office equipment, procedures and practices.
Computer software applications including databases.

Ability to:

Identify and recruit eligible students into the migrant education program.
Refer migrant education students and families to available social services.
Maintain and organize records and prepare reports.
Operate office equipment such as copier, telephone and computer and assigned software.
Coordinate and schedule activities such as training, workshops and presentations.
Understand oral and written directions.
Adjust to changing priorities.

Communicate with tact and discretion.

Read, write, translate and interpret English and Spanish.

Encourage students and families to participate in events, activities and supplemental services offered to migrant populations.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Establish and maintain effective relationships with others.

Education and Training:

Graduation from high school or equivalent. Additional courses in child development and education at an accredited institution of higher education are desirable.

Experience:

Two years of experience working with at-risk students in a school district, preferably in support of student counseling or a similar working environment.

Or

Two years as a School/Community Liaison in the Long Beach Unified School District.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require use of a personal automobile and the possession of a valid California Class C driver's license.

Positions in this classification require the ability to communicate effectively, both orally and in writing, in Spanish.

Incumbents in this classification must complete Certification Training for the position of Migrant Education Recruiter issued by LACOE within completion of probationary period.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Incumbents in this classification are required to work irregular schedules such as evenings and weekends.

Classrooms, offices, student residences, social service agencies and community organizations.

Driving a vehicle to school sites and out of the District.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make oral presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling light objects.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 7/11/2013

Revised: 3/11/2021