



Position Title: **Migrant Graduation Specialist (High School)**

Department: District

Reports To: Federal Programs Director

**SUMMARY:** The role of the Migrant Graduation Specialist is to actively support migrant education students navigate the education system and graduate. Additionally, the Migrant Graduation Specialist will connect migrant education students with colleges and other opportunities. 7th-12th grade students will be the priority but migrant graduation specialist may support all grades.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Develop, deliver and organize parent trainings with emphasis on the following information:
  - a. Graduation requirements, importance of GPA and assessments.
  - b. Goal setting and action planning.
  - c. Guided group workshops or individual sessions for completing FASFA and scholarship applications.
  - d. College readiness and preparation.
2. Recruit, encourage, and assist students in their exploration and preparation for college or other opportunities
3. Make home visits to facilitate communication between school and family regarding academic achievement, progress toward graduation and parental involvement opportunities
4. Actively communicate with parents via newsletter, email, phone and text messaging service.
5. Advise parents of various community resources which will increase their effectiveness in helping their child graduate, complete senior project and prepare for college or career
6. Attend events and other school or district functions designed to increase parental involvement and communicate the district's educational mission
7. Coordinate opportunities for students to participate in service projects in the community.
8. Coordinate local leadership camp(s) during the summer.  
In addition, inform, recruit, register and accompany students to Cesar Chavez Leadership Conference, 4H Camp and OMLI.
9. Build and strengthen partnerships with regional colleges and universities. Organize campus tours to various colleges and universities throughout the school year.

10. Establish and strengthen partnerships with community organizations and businesses to build sustainability in supporting school and individual student goals. Coordinate opportunities for students to participate in service projects in the community.
13. Correspond with district staff and stakeholders via email
14. Attend trainings as directed
15. Maintain regular on-time attendance
16. Performs other duties consistent with the position

**SUPERVISORY RESPONSIBILITIES:** Supervises students under the direction of licensed staff.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Associate's Degree; previous experience working with migrant education families and community resources; previous experience working with migrant education students.

**LANGUAGE SKILLS:** Ability to read and comprehend instructions and to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing, in both English and Spanish. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or work output of students.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

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Signature

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Date