



Position Title: **Migrant Recruiter**  
Department: Migrant Education  
Reports To: Director of Federal Programs

**SUMMARY:** To use home-school relations as the medium through which a migrant student's response to and benefit from the school and its programs can be strengthened and improved. Actively recruit migrant students and families in the district.

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

1. Visit potential families to determine migrant eligibility and obtain parental approval for program participation
2. Assist students when a possible language barrier exists and other personnel are not available
3. Assist in the absence of other designated personnel by attending to such emergencies as: taking students to the doctor, dentist, etc, after clearing permission with administration, parent, teacher, or other involved staff
4. Assure that the target group of student has adequate clothing through a cooperative effort of the school and community resources
5. Establish lines of communication and, if possible, rapport with the people in the area who can provide information concerning the temporary or permanent residence of the target group families
6. Determine what agencies, service organizations, businesses, and industries in the community can provide supportive services that will assist the school in meeting the needs of the target group students
7. Develop open lines of communication within the triad of school, community, and target group
8. Correspond with district staff and stakeholders via email
9. Encourage migrant parents to visit and to participate in school activities and committees
10. Maintain current knowledge of federal regulatory guidance in the area of identification and recruitment
11. Work with students and their parents to encourage regular attendance and prevent truancy
12. Keep well informed of all services available to the target group such as day care, preschool, post secondary education, health and welfare services, etc
13. Maintain a daily log and provide Director of Federal Programs with copies of the log and a monthly report of activities
14. Attend all training as indicated by the Director of Federal Programs
15. Use private vehicle for work-related transportation
16. Work schedule will vary and include evening meetings and/or events
17. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** None

**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:** High school diploma or general education degree (GED) and related experience and/or training preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to write legibly. Ability to write, speak and understand Spanish.

**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 instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board 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. This position requires a person be mobile enough to access various types of housing structures (stairs, hallways, multiple levels, etc.) 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 sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to 50 pounds such as files or records. Specific vision abilities required by this job include close vision and ability to focus. The employee is required to maintain regular attendance.

**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 noise level in the work environment is usually quiet.

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.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date