



Position Title: **School Readiness Specialist**

Department: Migrant Education

Reports To: Director of Federal Programs

SUMMARY:

Will provide direct instructional support to Migrant Education P3-P5 students to support school readiness and ensure families are knowledgeable about available early childhood services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Maintain files and documents related to early learning and respond to parent engagement inquiries
2. Provide instruction and social skill practice for each P3-P5 student in the Migrant Education program at least three times per school year
3. Track and report on benchmark goals and activities of the program
4. Promote and distribute universal messaging, strategies, and tools – to support children and families in preparing for kindergarten, accessing quality child care and strengthening positive parenting, early literacy language acquisition, early brain development, and social/emotional development – through a variety of venues, websites, newsletters, school reader boards, and school events
5. Collaborate with community partners to increase access to resources, universal interventions, messaging and strategies and facilitate the successful transition of children into kindergarten
6. May serve as interpreter and translate documents when needed
7. Participate in assigned/appointed early learning meetings and committees
8. Cultivate and model a respectful working and learning environment
9. Maintain a daily log and provide Director of Federal Programs with copies of the log and a monthly report of activities
10. Attend all training as indicated by the Director of Federal Programs
11. Use private vehicle for work-related transportation
12. Work schedule will vary and include evening meetings and/or events
13. 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:

An associate degree and a minimum of 1 year of experience in this field.
Experience working with families and community organizations.

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. The ability to effectively work and communicate with students, parents, and school personnel from diverse cultures and/or backgrounds.

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. Ability to word-process and operate standard office equipment. Ability to work independently without direct supervision. Ability to work independently with students, parents, employers, and educators. Proficient in the use of computer and internet based applications, including but not limited to email and systems applications.

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