

Job Summary:

The job of Student Recruiter - Migrant is done for the purpose/s of identifying and recruiting migrant children ages two to twenty-one who are not enrolled in the Region VIII Migrant Student Information System (MSIS); updating records of students already in the system; assisting with the training of district personnel in identification and recruitment strategies; developing and maintaining partnerships with community agencies, crew leaders, farmers, growers, etc; and to be an advocate for migrant families.

Essential Functions:

- ▶ Advocates for students, families, and the region for the purpose of supporting the program mission and assuring that students receive services.
- ▶ Coordinates/collaborates with school districts, business agencies, growers, crew leaders, and other public agencies for the purpose of informing them of the program and ensuring that all migrant students and resources are identified.
- ▶ Develops partnerships with community agencies, farmers, growers, and crew leaders for the purpose of maintaining contacts for referrals.
- ▶ Distributes/posts flyers, brochures, newsletters, and posters for the purpose of ensuring that migrant families, school districts, and agencies are aware of migrant services.
- ▶ Identifies/schedules recruitment by geographical areas for the purpose of recruiting students and families based on ongoing needs assessments with regional/district staff.
- ▶ Maintains logs, field reports, and statistical information for the purpose of making entries to the data base for future use and evaluation.
- ▶ Participates in staff meetings, trainings, parent meetings, health fairs, and parent institutes for the purpose of making presentations regarding student eligibility and recruitment and identifying eligible students.
- ▶ Recruits/identifies eligible migrant students and families, school personnel, and other agencies for the purpose of providing services.
- ▶ Reviews/uses state and federal mandates and guidelines for the purpose of determining migrant student eligibility for services.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - maintain legible and accurate records;
 - keep records in a computer-based information management system;
 - utilize computer software;
 - operate standard office equipment;
 - communicate effectively orally and in writing;
- ▶ **Knowledge of:**
 - office methods;
 - correct English usage, spelling, grammar and punctuation;
 - cultural awareness and sensitivity to the migrant lifestyle;
- ▶ **Ability to:**
 - use own transportation to travel locally (Kings and Tulare Counties);
 - work flexible hours/days to complete work at any employer location;
 - work overtime with additional compensation;
 - perform routine repetitive tasks to completion
 - speak, read and write Spanish and/or Portuguese with native-like fluency.

Responsibilities include: working under limited supervision; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services

Experience Required:

- ▶ Job related experience is desired.

Education Required:

- ▶ Targeted job related education that meets organization's prerequisite requirements.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Department of Justice and FBI Fingerprint Response.
- ▶ Valid California Driver's License and proof of automobile insurance.

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.