

JOB DESCRIPTION

JOB TITLE: *Student Advocate – Migrant (9892)*

Job Summary:

The Student Advocate supports Area Administrators with the collection and input of data for the completion of the Individual Needs Assessment/Individual Learning Plan for all migratory students. In addition, the Student Advocate supports the Data Support Technician with the entry of student re-enrollments, end of year and summer supplemental services data. The Migrant Student Advocate reports directly to the Migrant Education Program Director.

Essential Job Functions:

- Contact migratory parents via telephone and/or email in both Tulare and Kings Counties to obtain information for completion of the state adopted Individual Needs Assessment/Individual Learning Plan for migratory students.
- Sort student/family needs collected during Individual Needs Assessment/Individual Learning Plan interview and share with assigned Student Resource Specialist(s).
- Communicate and update Area Administrators regarding Individual Needs Assessments/Individual Learning Plans.
- Provide assigned Area Administrators completed copies of Certificates of Eligibility and Individual Needs Assessments/Individual Learning Plans.
- Assist the Data Support Technician with entering re-enrollment, end of year, and summer supplemental services in the Migrant Student Information Network (MSIN).
- Participate in staff meetings, trainings, parent meetings, and parent summits that focus on Individual Needs Assessments/Individual Learning Plans for the purpose of delivering presentations regarding migratory student Individual Needs Assessment/Individual learning Plan information.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Communicate with migratory parents via telephone, email, virtually, and/or in person in Spanish.
- Generate legible and accurate Individual Needs Assessments/Individual Learning Plans.
- Complete Individual Needs Assessments/Individual Learning Plans and Group Communication Events in the Migrant Student Information Network (MSIN).
- Operate standard office equipment.
- Communicate effectively, both orally and in writing.
- Aid office staff with answering phones and greeting visitors as the need arises.

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Data entry systems (Migrant Student Information Network).
- Computer software programs (e.g., Excel, Google Docs, Google Sheets).
- Cultural awareness and sensitivity to the migratory lifestyle.

Ability to:

- Speak, read, write, and communicate in Spanish.
- Communicate clearly with migratory families, Migrant Education Program staff, and district personnel.
- Understand written and oral directions.
- Work independently.
- Use own vehicle to conduct home visits to acquire necessary information for the completion of Individual Needs Assessment/Individual Learning Plan (Kings and Tulare Counties).

Experience Required:

- Prior job-related experience with client or family eligibility for social services, education or employment services is required.

Education Required:

- High School diploma or equivalent

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

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

FLSA Status: Non-Exempt

July 2022

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