

**Job Title: *Student Resource Specialist, Migrant (9884)***

**Job Summary:**

The Migrant Student Resource Specialist offers support, either in person or via other means of communication, to new or returning migratory students to help them achieve academic success. This individual supports students in connecting to district and local community service agencies for the purpose of ensuring that they participate in opportunities that will prepare them for post-secondary education and/or the workforce. The Migrant Student Resource Specialist reports directly to the Migrant Education Program Director.

**Essential Functions:**

- Advocates for students, families, and the region for the purpose of supporting the program mission and assuring that students receive services.
- Develops, coordinates and implements various internal and external events to promote the Migrant Education Program, student events and other networking activities.
- Assists with room preparation for in-person student events.
- Conducts regularly scheduled progression checks with new and returning students who have been referred to district and/or community service agencies, to ensure that they are receiving the necessary support and their immediate needs are being met; completes and submits referrals to district and/or local community service agencies.
- Provides accurate, appropriate, and current resources that are relevant to the students' needs and skill levels.
- Partners with district and/or community service agencies to assist students in connecting to dental, health, and vision programs that will render services to them at little or no cost.
- Facilitates workshops and skill building seminars for new and returning students and their families.
- Assists Migrant Student Recruiters in contacting "hard to contact families or third priority families" to determine their eligibility for the Migrant Education Program.
- Participates in staff meetings, trainings, parent meetings, health fairs, and parent institutes for the purpose of delivering presentations regarding district and local community services agencies services that are available.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- Communicate with district and/or local community service agencies via telephone, e-mail, virtually, and in person.
- Maintain legible and accurate records.
- Keep records in a computer-based information management system.
- Utilize computer software (e.g. Excel, Google Docs/Sheets/etc.)
- Operate standard office equipment.
- Communicate effectively, orally and in writing.

**Knowledge of:**

- Local community agency services.
- Migrant Education Program Identification & Recruitment Rules & Regulations.
- Office methods.
- Cultural awareness and sensitivity to the migratory lifestyle.
- Collaboration referral processes between the Migrant Education Program and community service agencies.

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**Ability to:**

- Speak, read, write and communicate in Spanish.
- Organize seminars and/or meetings for migratory students and/or families.
- Understand written and oral directions.
- Connect with migratory students and families.
- Work independently.
- Maintain cooperative and effective relationships with those contracted in the course of work.
- Attend community events in which resource information for migratory students is gathered.
- Present information regarding services available for new and returning migratory students at Migrant parent meetings and district led meetings as requested.

Responsibilities include: Working under limited supervision; providing information and/or advising families and other persons. Utilization of resources from local and community agencies is required to perform the job's functions.

**Experience Required:**

- Prior experience recruiting families within the Migrant Education Program, Region VIII.

**Education Required:**

- Target job-related education that meets the organization's prerequisite requirements.

**Certificates, Licenses, Clearances, testing and/or Bonding Required:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI fingerprint response.

**FLSA Status: Non-Exempt**

**April 2022**

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