

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

Migrant Education Program Assistant, Bilingual

REPORTS TO: Identification and Recruitment Manager or Designee
SUPERVISES: No supervisory responsibilities

DEFINITION:

Assist in support functions relating to the Migrant Education Program identification, recruitment, determination of eligibility, and service delivery to students, families, and districts including: recruitment, coordination of health, support services, transitional services, instructional services, and parent involvement activities. Maintain and support the Migrant Student Information Network and other data and student information systems. Monitor progress and maintain student files.

QUALIFICATIONS:

Required:

1. High school graduation or equivalent.
2. An AA degree (or equivalent) or passage of proficiency examination in compliance with Education Code and Every Student Succeeds Act.
3. One year of clerical work experience.
4. Ability to read, speak, and write in designated second language, as evidenced by SLOCOE bilingual exam.
5. First Aid and CPR certification (provided by SLOCOE) must be obtained within 130 days of employment.
6. Valid California driver's license.
7. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. AA degree in a related field.
2. College level coursework in education, sociology, or equivalent discipline.
3. Experience working with children and community services.

KNOWLEDGE AND ABILITY:

1. Knowledge of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
2. Knowledge of basic computer applications and operations.
3. Knowledge of modern office practices, procedures and equipment.
4. Knowledge of record-keeping and report preparation techniques.
5. Knowledge of basic public relations techniques.
6. Knowledge of local social and welfare agencies and services offered.
7. Knowledge of basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.
8. Knowledge of safe practices in classroom activities.
9. Knowledge of correct English usage, punctuation, spelling, grammar, and vocabulary; Oral and written communication skills.
10. Knowledge of basic instructional methods and techniques.
11. Ability to effectively find and utilize codes and legal resources.
12. Ability to establish and maintain effective working relationships with peers, supervisors, private industry, students, and the public.
13. Ability to work effectively and professionally with staff, students/clients, and employers.
14. Ability to communicate in Spanish and English effectively verbally and in writing.
15. Ability to prepare and maintain accurate and complete records and reports.
16. Ability to maintain regular and reliable attendance.

17. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
18. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
19. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
20. Ability to deal with problems or issues involving several variables in non-standardized situations.

ESSENTIAL FUNCTIONS:

1. Assist in the identification and recruitment of migrant families and students. Maintain recruitment and eligibility records in accordance with laws and regulations. Assist with visiting family homes, work sites, or other locations to interview parents/guardians to determine student eligibility. Assist in monitoring continued student eligibility.
2. Maintain and monitor databases regarding student identification and recruitment, enrollment, and services information. Enter information. Identify and solve errors in reported information prior to presenting data for final certification. Prepare review and submit information for state, federal and/or local reports for the purpose of complying with relevant state and federal requirements and established timelines. Complete all student information data requests and reporting requirements for related programs. Execute processes related to data upload, extracts, and synchronization.
3. Explain, interpret, and clarify program purpose, regulations and guidelines, agency resources, procedures, rights, and responsibilities to students, families, and agencies.
4. Maintain student educational, health, and service records and inform appropriate agencies of any relative changes. Perform record keeping, data entry, and reporting of services consistent with state and federal requirements. Prepare and submit statistical reports and documents to the Regional office. Compile and maintain updated lists of enrolled migrant students.
5. Assist with case management services. Maintain regular contact with migrant families and students. Document health data. Maintain confidential student records. Maintain accounting of student credit accrual. Provide information on other accredited resources. Provide students with information on extracurricular and post-secondary activities. Track student academic progress and testing. Assist in contacting private organizations, employers of migrant agricultural workers, and service agencies to solicit assistance for migrant students.
6. Meet with students to review academic progress and administer academic and/or vocational assessment tests. Provide supplemental educational tutoring as requested.
7. Assist in family referrals to resources related to health, education, support services, welfare services, family counseling, and housing.
8. Assist students with scheduling appointments related to school or college enrollment, applications for financial aid, and providing or arranging for transportation when necessary. Assist migrant youth, foster youth, homeless youth, and or youth in the juvenile justice system in transitioning to appropriate educational placement.
9. Assist in coordinating speakers for parent, student, or staff workshops and the Migrant Parent Advisory Committee (PAC) meetings. Compose agendas, invitations, minutes, and records of attendance and materials.
10. Assist in coordinating parent attendance at regional and state meetings, workshops, trainings, and conferences.
11. Provide information for student records transfers.
12. Assist the teacher with instructional duties as assigned. Aid in the implementation of individual educational plans for students experiencing bilingual/bicultural and remedial instructional needs. Serve as translator to facilitate communications with monolingual, non-English speaking members of the school community. Prepare instructional materials as directed by the teacher. Administer, monitor and score tests including criterion referenced tests, general aptitude tests, and student proficiency levels. Perform language census testing and record the results as assigned. Maintain the confidentiality of

student information according to established. Administer routine first aid. Direct students into safe learning and play activities.

13. Provide verbal and written translation for families as needed.
14. Order, receive, and maintain supplies and equipment in designated area.
15. Drive a personal vehicle to conduct work.
16. Network with and make referrals to appropriate community agencies.
17. Attend staff meetings, seminars and workshops.
18. Handle confidential information and materials with complete security.
19. Perform other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Driving a vehicle to conduct work.
3. Evening and weekend meetings may be required.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Hearing and speaking to exchange information.
3. Sitting or standing for extended periods of time.
4. Bending at the waist, kneeling or crouching.
5. Seeing to view a computer monitor and read a variety of materials.
6. Physical agility to lift approximately 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

Grade Allocation: 23
Adopted: 4/19/18
Revised: