

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **Migrant Education Program Recruiter**

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

#### **DEFINITION:**

Under direction, the Migrant Education (MEP) Recruiter performs recruitment and liaison functions with students, families, school districts, and other agencies as assigned in the collection and processing of data; responsible for providing analysis and interpretation of such data as required. The MEP Recruiter will also coordinate the dissemination of services to identified students.

#### **QUALIFICATIONS:**

##### **Required:**

1. English and Spanish speaking capabilities.
2. Any combination of education, training, and experience which demonstrates the ability to perform the above duties is acceptable.
3. Valid California driver's license.
4. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

##### **Desired:**

1. One or more years of experience performing similar job duties.
2. Two years of college is preferred.

#### **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. Ability to establish and maintain effective working relationships with peers, supervisors, private industry, students, families and the public.
4. Ability to work effectively and professionally with staff, students, families and employers.
5. Ability to communicate in Spanish and English effectively for MEP purposes.
6. Ability to maintain regular and reliable attendance.
7. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
8. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.

#### **ESSENTIAL FUNCTIONS:**

1. Identify and recruit program participants of Certificate of Eligibility and for supplemental services and programs.
2. Commute between the student's home and school. Make calls/texts using a MEP-issued cell phone.
3. Participate in staff meetings, trainings, parent meetings, and community events.
4. Work with students in high school and out-of-school youth with educational and social service needs.
5. Work to engage parents in student's education.
6. Learn and keep abreast of all federal regulations pertaining to the Migrant Education Program.
7. Maintains appropriate records of recruitment services, and reports.
8. Correctly enter student information into databases and student file maintenance.
9. Operate a computer terminal or Tablet PC to input and extract data from an automated information management, storage, and retrieval system.
10. Review, audit, and monitor the development of a variety of technical reports and statistical data.

11. Complete state and local recruiter trainings and meetings.
12. Perform related duties as assigned.

**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 and phone 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 reading 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: Classified Unrepresented Hourly
Adopted: 5/22/2024
Revised: