

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED FEBRUARY 2014
RANGE: 43.5
CLASSIFIED
CODE: NONE

MIGRANT COMMUNITY LIAISON

DEFINITION

Under the supervision of the Migrant Coordinator, serve as a liaison providing communication among Migrant Education, families and other agencies;

provide supplementary academic services to migrant students, and monitor their academic achievement and social conditions.

EXAMPLES OF DUTIES

Direct services to students from the list provided by the Migrant Coordinator, initiate contact with recently identified migrant students through phone calls, home visits or other media;

once Migrant Coordinator has completed an educational assessment, provide services to students by actively enlisting young adults in educational programs;

support and assist students with the enrollment process to the chosen academic program;

in cooperation with the Migrant Coordinator, provide supplementary academic services to migrant students based on students' needs assessment (i.e. Spanish Literacy tutoring, PASS Program);

serve as a liaison providing communication among Migrant Education, the youth, their families and the agencies serving them;

for the assigned caseload, maintain accurate and reliable records of contacts and services provided to students and parents through the contact log, and ensure that individual files contain all required documentation (Individual Learning Plan, Individual Needs Assessment, and transcripts from the last school attended, if applicable);

maintain contact with the students regularly, monitor their academic achievement and social conditions, if a change has been detected, notify Migrant Coordinator for re-evaluation of the case, and implement modifications made to the student's action plan;

recruit students for educational and motivational field trips;

serve as chaperone for field trips;

attend meetings and in-service training sessions provided by the district and/or regional office;

meet with OSY Staff for the development and implementation of new internal policies, procedures, and/or programs;

provide the Migrant Coordinator with an update on active cases, closed cases, new contacts, and PASS credits earned, as required;

provide accurate reports of job duties (i.e. weekly contact log, monthly new cases report, update of high school dropouts);

assist the Out-of-School Migrant Coordinator with the maintenance of the electronic records of students;

assist Migrant Coordinator in the organization of the office and program supplies/materials (i.e. PASS booklets, GED books, etc.);

recruit students for Migrant Region V.

assist with activities that promote self-esteem and school affiliation (i.e. OSY Support Group);

serve as a state education reviewer, process COE's and district wide reports;

other duties as assigned

QUALIFICATIONS

Knowledge of:

Procedures, methods, techniques, and strategies utilized in the development of school and community liaison processes;

multilingual and multicultural programs as required by the assignment;

purpose, goals, and objectives of public education;

methods, techniques, and strategies utilized in dealing with sensitive school and community problems, issues and concerns.

Ability to:

Ability to work cooperatively with school and district personnel, and migrant parents;

travel from site to site within the county;

speak, read, and write Spanish or other languages, and serve as an appropriate English-speaking model as required by the assignment;

creatively and innovatively provide liaison services to the educational community;

assist in the conduct of a comprehensive parent volunteer service program;

effectively perform multilingual and multicultural needs assessments;

interpret programs and activities designed to enhance educational and social service opportunities;

understand and carry out oral and written directions;

establish and maintain cooperative educational community relationships.

Experience:

One year of experience as a Migrant Community Liaison or similar position;

Experience in working with the migrant population or a similar population.

Education:

B.A. or B.S. (official transcripts required).

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/24/15

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