

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 2014
RANGE: 40.0
CLASSIFIED
CODE: 2, 3

MIGRANT EDUCATION SCHOOL READINESS ASSISTANT

DEFINITION

Under direction from the Migrant Education Program Coordinator, the Migrant School Readiness Assistant will provide consistent and high quality technical information, resources, collection of data, recruitment, enrollment and direct tutoring services to migrant children in School Readiness Programs and transition to kindergarten.

EXAMPLES OF DUTIES

Refer specific communication or correspondence to appropriate staff members for the gathering of data or for a response;

collect, enter, complete and maintain accurate records of county and state data for School Readiness Programs;

plan follow-up activities to ensure that the time lines are met;

visit migrant families to provide tutoring to migrant preschool students;

provide ideas to migrant parents on reinforcing learning in a home setting;

assist coordinator in preparing supplemental materials to be used by migrant students and parents;

assist in organizing and participate in pre-service, in-service and parent meetings that are called by the regional office;

identify and recruit migrant students via home calls, home visits, contact with agencies, and participation in community events;

other duties as assigned.

QUALIFICATIONS

Knowledge of:

English and Spanish usage both verbal and written, including proper grammar, spelling and punctuation;

tutoring techniques;

migrant lifestyle and needs of migrant students;

state and regional early childhood school readiness programs and initiatives;

goals of pre-k, transitional kinder and kindergarten content standards, curricula, instructional programs, and assessments;

characteristics of quality early childhood/school readiness programs.

Ability to:

Communicate and work well with diverse populations on a professional/personal basis;

work flexible hours based on needs of migrant families' schedules;

assist coordinator to organize and facilitate school site and county or district-wide technical assistance that is based upon statewide standards and expectations;

participate in the development of information and systems to communicate to schools, programs and individuals.

Experience:

One year working in School Readiness or Child Development programs;

communicating fluently both in writing and verbally in English and Spanish.

Education:

Equivalent to the completion of the twelfth grade.

A minimum of 12 post high school semester units in Early Childhood Education required.

Associate's degree preferred.

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.

CP: gs

11/24/15

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