

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISIONS APPROVED MARCH 2012  
RANGE: 45.0  
CLASSIFIED  
CODE: 2**

## **REGIONAL SUPPORT SERVICES AIDE II**

### **DEFINITION**

Under direction, the Regional Support Services Aide II will perform liaison functions with school districts, and other agencies as assigned, in the collection and processing of data;

responsible for the collection, processing, and validation of school district-submitted enrollment;

responsible for providing analysis and interpretation of such data as required;

report design, compiling and summarizing statistical data into tabular and graphic form.

The Regional Support Services Aide II will also coordinate the dissemination of assigned report, including both electric and hard copy distribution.

Perform responsibilities and duties of the Regional Support Services Aide I in addition to the following duties below.

### **EXAMPLES OF DUTIES**

Supervise temporary and/or seasonal personnel who are part of the Regional Recruiting Team;

collaborate, coordinate and integrate Statewide I&R activities between state MEP and regional office;

monitor and/or assist with the quality control process to ensure that the completed COE contains accurate eligibility information;

conduct regional and district presentations during professional development training sessions with regional staff to district migrant personnel on Federal & State I&R Guidelines, Strategies, and Techniques;

provide presentations to Regional Advisory Committee, District Advisory Committee, and local agencies on the Migrant Education Program Services available to migrant children;

provide initial and ongoing training to new and/or temporary district and regional recruiters;

provide hands-on individual and group training sessions on storage and retrieval, and generation of Migrant Student Data/Reports to district migrant personnel to assist with data management of migrant student records;

assist district staff in establishing I&R Goals;

work with district migrant personnel to identify and map out high impact migratory areas/qualifying industries in the community;

collaborate with local school district migrant personnel, agricultural employer, growers, labor contractors, adult schools, and other community agencies, and business in order to help migrant families to access emergency support services and to increasing I&R efforts throughout Region V;

assist districts and region in monitoring, guiding, and training in quality control and re-interview process;

implement regional community-based recruitment activities in coordination with the efforts of local agencies and organizations;

identify peak influx periods of migratory families throughout Region V;

forward data to district migrant personnel for the purpose of increasing identification and recruitment efforts;

collaborate with district migrant personnel to participate in community events/fairs and other cultural activities;

assist school district with identification and recruitment of migrant families;

produce Migrant Education Program advertisement for district use: flyers, surveys, posters, resource/services directories, parent packets, etc.;

monitor districts through regularly scheduled visits to ensure that identification and recruitment efforts are implemented on a daily, weekly, monthly, and annual basis in accordance with the Regional Identification and Recruitment Plan;

complete other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Correct oral and written language usage, spelling, grammar, and punctuation in English and Spanish;

data analysis management, storage, and retrieval systems;

multicultural and inter-actional modes;

Region V geographic area.

### Ability to:

Communicate with diverse populations on a professional/personal basis;

work flexible schedule;

balance and prioritize a variety of work assignments;

trouble shoot and support on various programs and/or hardware problems to District Migrant Personnel;

use computer programs that are compatible to that used within the Migrant Education Department and within KCSOS which includes but may not be limited to: Windows Operating Systems; MS Word; MS Access; MS Excel; Calendar Programs; e-mail;

complete data file management tasks to District Migrant Personnel;

assist with data management of migrant student records;

work at a desk, conference table, in meetings, or various configurations;

stand for extended periods of time;

see for the purpose of reading laws and codes, rules and policies and other printed matter;

operate a vehicle;

drive a car in daylight or at night to locate residential addresses;  
hear and understand speech at normal levels in person and on the telephone;  
speak so others will be able to understand clearly a normal conversation;  
walk on uneven surfaces;  
lift 15 lbs.;  
carry 10 lbs.;  
write legibly using pencil or pen;  
ascend and descend steps;  
work in the elements (extreme temperatures);  
get in and out of a car frequently.

*Experience:*

Three (3) years of experience performing comparable job duties.

*Education:*

Two (2) years of college is required;

BA/BS 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.

TS: gs

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