

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MAY 2016
SALARY SCHEDULE: #85
RANGE: 17.50
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1,2,6,8

**STUDENT INFORMATION AND IDENTIFICATION RECRUITMENT MANAGER
(MIGRANT EDUCATION REGION V)**

DEFINITION

Under the direction of the Migrant Education Director, the Student Information and Identification Recruitment Manager will manage all aspects of the migrant student enrollment process and Identification/Recruitment activities for Region V of the California Migrant Education Program.

The Migrant Education Student Information and Identification Recruitment Manager has the responsibility, authority and accountability to access, interpret and implement state and federal guidelines and component updates in order to serve as a resource to regional and school district staff in student data and identification, and recruitment matters.

This position has the responsibility of participating in the selection of staff and providing work direction, guidance, training, and performance feedback for employees responsible for data processing operations and identification and recruitment of all eligible migrant students in Region V.

EXAMPLES OF DUTIES

Plan, prioritize, coordinate, implement and monitor all student information data collection/entry for Region V;

plan, prioritize, coordinate implement and monitor Identification and Recruitment activities for Region V;

review, analyze, and approve incoming student data before it can be entered into COEstar (Region V Funding Data Software) and the CDE MSIN (California Department of Education Migrant Student Information Network) for program funding;

establish and Prioritize data-entry procedures; monitor and direct the activities of employees responsible for data processing operations to assure state and federal guidelines are met. Oversee and maintain the region's funding information software/database of all eligible migrant students. (COEstar);

oversee the region's Migrant Student Information Network (MSIN) to create, transfer and upload electronic student data files and to locate migrant students within the state;

coordinate Region V's student data with program staff, components, and coordinators for the purpose of achieving overall program goals;

work with county departments, educational and governmental agencies, community-based organizations and other community groups in an effort to maximize resources to Migrant Education Program staff for the provisions of supplemental educational and health services to eligible migrant students most in need;

provide direction, training and support to LEA's;

coordinate with Migrant Education Program coordinators, school district administrators, resource teachers and other support staff to integrate identification and recruitment and student support services/activities maximizing local, state, and federal resources;

monitor school district and regional Identification and Recruitment activities for compliance with state and federal guidelines;

implement policies and procedures to effectively meet Region V's responsibility to properly identify and recruit all eligible migrant children;

plan, prioritize, schedule and evaluate effective workflow assignments for regional identification and recruitment staff to assure accurate and timely recruitment efforts to meet student needs;

plan, prioritize, schedule and evaluate effective workflow assignments for regional data entry staff to assure accurate and timely student data entry into the regional COEstar software and CDE MSIN database to meet Region V's student needs and funding data requirements;

develop and implement effective quality control systems that will assist region-wide Migrant Education Program staff to ensure effective targeting, validity, quality, and reliability of funding data/eligibility documentations. This will include ongoing Certificate of Eligibility monitoring and evaluations and technical support for all staff involved in identification and recruitment of migrant children/young adults within the region;

develop, coordinate, and conduct ongoing staff development programs and training workshops, including one-on-one site training, designated to improve job skills and group dynamics for new district and/or regional employees;

as it pertains to local school district migrant service agreements, assist in the development and maintenance of program specific timelines, narratives, and statistical information to ensure proper collection and processing of migrant student enrollment data required to meet Department of Education guidelines and program funding goals;

participate in the development of the Migrant Education Program Regional Application;

oversee the implementation of the National Migrant Education Hotline;

other duties as assigned related to enrollment and identification/recruitment processes.

QUALIFICATIONS

Knowledge of:

Knowledge of State and federal Migrant Education Program Guidelines and Regulations;

California Department of Education Migrant Student Information Network (MSIN);

region V's Migrant Education funding information software (COEstar);

Migrant Education Regional Application;

principles of personnel supervision and training;

data analysis management, storage, and retrieval systems;

oral and written communication skills;

in-depth knowledge of state educational and/or local K-12 operations preferred.

Ability to:

Ability to manage the region's migrant student enrollment process and Identification/Recruitment activities;

oversee the region's Migrant Student Information Database (COEstar) and Network (MSIN);

interpret and implement state and federal guidelines and component updates;

assist with the Migrant Education Regional Application;

supervise and provide direction to assigned staff;

plan, prioritize, schedule and evaluate effective workflow assignments;

provide leadership, staff development and workshops/trainings;

provide guidance to regional and/or school district staff in migrant student data and Identification, and Recruitment matters;

establish and maintain cooperative and effective working relationships with collaborating agencies/organizations;

communicate with diverse populations on a professional/personal basis;

speak and write effectively;

multi-task effectively;

gather, analyze, document, and validate the needs of the project stakeholder.

Experience:

Minimum (3) three years of job related experience working with migrant families is required.

Education:

BA/BS degree is a minimum requirement for this position.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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 is overtime exempt and has a probationary period of one year.

CP: gs

5/11/16

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