

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED SEPTEMBER 2003**  
**RANGE: 40.0**  
**CLASSIFIED**  
**CODE: 5, 7**

**SUPPORT SERVICES AIDE – MIGRANT EDUCATION EXTENDED DAY (EED)**

**DEFINITION**

Under direction from the Region V Migrant Education Program, the Support Services Aide – Migrant Education Extended Day (EED) will identify and recruit migrant students.

In addition, the Support Services Aide – Migrant EED is responsible for interviewing and certifying via Certificate of Eligibility (COE) that students (ages 3 to 22) qualify for the Migrant Education Program.

The Support Services Aide – Migrant EED will also assist migrant families in obtaining support services (e.g., food, housing, clothing, emergency medical/dental, etc.).

The Support Services Aide – Migrant EED is on a flexible schedule based on the needs of migrant families;

activities may take place evenings and weekends;

must have transportation in order to work in assigned area(s).

The Support Services Aide – Migrant EED must attend weekly team meetings and assist organizing and facilitating Migrant Education parent meetings.

**EXAMPLES OF DUTIES**

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

provide/share community resources with migrant families and assist them in accessing these services;

attend and assist with Migrant Education Parent Meetings;

coordinate with agencies and organizations to provide resources to migrant families;

collect data and complete reports on identified migrant students;

maintain appropriate records for each migrant student;

attend and participate in the preservice and inservice programs that are called by the regional office;

work only with migrant students.

**QUALIFICATIONS**

Knowledge of:

Migrant lifestyle and needs of migrant students;

correct use of oral and written language, usage, spelling, grammar, and punctuation in English and Spanish.

Ability to:

Communicate in English/Spanish;

work well with diverse populations;

work flexible schedule based on needs of migrant families' schedules.

Experience:

One year performing similar job duties is required.

Education:

Associate's degree preferred, however any combination of education, training and experience which demonstrates the ability to perform the above job duties may be substituted for college degree.

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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