

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JUNE 2021**  
**RANGE: 43.5**  
**CLASSIFIED**  
**CODE: NONE**

### **MIGRANT EDUCATION SCHOOL READINESS LIAISON**

#### **DEFINITION**

Under the direction of an assigned supervisor, perform specialized activities in support of the Migrant Education School Readiness Program (MESRP). Coordinate and implement various services for students, parents and staff to enhance the educational effectiveness, efficiency, and increase the capacity of MESRP.

#### **EXAMPLES OF DUTIES**

Assist with the development of instructional plans and materials to meet the needs of MESRP students;

implement assessment results and data to plan individual and classroom activities;

plan and provide age appropriate activities in cognitive, physical, social, emotional, creative, and health and nutrition education;

enhance school readiness skills via home-based visits by providing instructional support to migrant parents on reinforcing learning in a home setting;

provide guidance, assistance, and encouragement with various projects;

assist in promoting healthy self-image and self-esteem;

assist children and families with educational transitions into and out of preschool programs;

communicate and interact with children, parents, staff, community, and program administration;

build home/school relationships with families including ongoing communications;

demonstrate consideration, respect and warm, friendly interest in the child development of children and their families;

attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events;

assist in hands-on individual and group training sessions on preschool learning foundations, school readiness district status report, and assessments to new and/or temporary district and regional school readiness tutors, and district migrant personnel to assist with school readiness data management;

collaborate with local school district migrant personnel, state and private preschools, and other community agencies and businesses in order to help migrant families to access preschool services throughout Region V;

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

forward data to district migrant personnel for the purpose of measurable outcomes and increasing enrollment; and refers specific communication or correspondence to appropriate staff members for the gathering of data or for a response;

regularly drive and/or travel throughout Kern County to perform the above job duties;

perform other duties as needed and/or assigned for the purpose of assisting others and assisting in the completion of program activities;

perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **QUALIFICATIONS**

### Knowledge of:

Migrant Education Program, including migrant eligibility, migrant lifestyle and the needs of migrant students;

Early Childhood Education knowledge as it relates to 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, and tutoring techniques;

specific knowledge-based competencies required to satisfactorily perform the functions of the job including oral and written English to Spanish translation;

parenting methods and community resources.

### Ability to:

Demonstrate initiative and work independently with minimal supervision;

travel within Kern County;

meet attendance requirements for the position, be punctual and timely in all requirements for work performance;

work some weekends and evenings;

schedule activities and/or meetings;

gather, collate, and/or classify data; and use job-related equipment;

use computer programs that are compatible within the Migrant Education Department and within KCSOS which includes but may not be limited to: Windows Operating Systems such as Microsoft Office Word, Access, Excel, Calendar Programs, and Outlook Email.

communicate and work well with diverse populations on a professional/personal manner;

communicate fluently both in writing and verbally in both English and Spanish;

collaborate with community organizations and services available to preschool students and parents;

interpret, apply, and explain rules, regulations, policies, and procedures.

### Experience:

Two (2) years working in School Readiness or Child Development programs, or other related experience.

Experience in working with the migrant population or similar population.

Education:

B.A. or B.S. Degree in Early Childhood Education, Child Development, or related field.

Valid Associate Teacher Permit or Child Development Associate Credential 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: rn

6/3/2021

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