



PROGRAM SPECIALIST – MIGRANT EDUCATION

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director, Migrant Education Services

ESSENTIAL FUNCTIONS:

1. Observe, consult with, and assist Migrant Resource Teachers, Support Service Aides, and migrant supplemental teachers to enhance programs and services for children eligible for Migrant Education Program services.
2. Assist in development of effective, appropriate programs and in coordination of resources for students in Migrant Education and in general education program settings.
3. Assist in the development and coordination of student leadership programs, college readiness programs, staff development workshops, materials, and resources.
4. Assist with the consultation and program development for districts in the area of Migrant Education.
5. Assist with Parent Advisory Council and related programs.
6. Assist in the implementation of Migrant Education student leadership activities.
7. Assist with state and regional parent leadership conferences.
8. Assist in the responsibility of assurance that students in the Migrant Education Program have full educational opportunities and receive supplemental services.
9. Assist in program implementation for Out of School Youth.
10. Collaborate with Director and fiscal staff in the development of program budget.
11. Perform any additional duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in the education of migrant children.
2. Possess a broad repertoire of pedagogical skills.
3. Demonstrate personal characteristics that are conducive to good communication and self-management.
4. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional manner.

5. Enthusiasm for and commitment to assigned tasks.
6. Excellent written and oral skills in English and Spanish.
7. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
8. 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.

B. Professional Qualifications:

1. Demonstrate an understanding of the unique needs of children, parents, migrant resources teachers, teachers, administrators, and other professionals, agency staffs or public.
2. Perform duties and responsibilities with a high degree of professional integrity and ethics.
3. Ability to express oneself effectively in public, in small group situations, and in written materials.
4. Ability to work harmoniously and effectively with supervisors, teachers, and other staff members and district personnel.
5. 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.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must possess a valid teaching or pupil credential.
2. Master's Degree preferred.
3. Specialized knowledge in migrant education, core curriculum, and positive interventions.

B. Experience:

1. At least three years of successful teaching or related experience in Migrant Education Programs or with children having a similar background.
2. General K-12 education experience.
3. Bilingual/Biliterate preferred.