



PROGRAM COORDINATOR - MIGRANT EDUCATION PROGRAM

Certificated Job Description

IMMEDIATE SUPERVISOR:

As assigned

ESSENTIAL FUNCTIONS:

1. Responsible for planning, developing, and implementing staff development activities for professional and paraprofessional personnel in Region V.
2. Exhibit a broad repertoire of pedagogical skills specific to the instruction of migrant students PK-12 with an emphasis on elementary education.
3. Coordinate or assist in program implementation for Out of School Youth.
4. Coordinate or assist in program implementation Migrant Education Even Start (MEES), and other Pre-K Programs.
5. Coordinate or assist in providing leadership in committees, workshops, seminars, and conferences.
6. Responsible for coordination of instructional activities for regional and district resource teachers.
7. Provide technical assistance and support to districts regarding Categorical Program Monitoring reviews and issues.
8. Assist with monitoring and use of fully funded and multi-funded personnel to ensure compliance with Migrant Education policies, guidelines, and goals.
9. Coordinate or assist with Parent Advisory Council and related programs.
10. Coordinate or assist in the implementation of migrant leadership activities.
11. Coordinate or assist with state parent and regional parent leadership conferences.
12. Coordinate or assist with Identification and Recruitment activities.
13. Provide consultant services to participating districts regarding services to migrant students.
14. Represent the KCSOS and Migrant Education Region V in professional meetings.
15. Write and read federal, state, and local grants.

16. Maintain budget reviews and plan for the most effective use of educational materials/supplies, equipment, building facilities, and other available resources.
17. Responsible for the supervision and evaluation of all assigned program personnel in accordance with KCSOS policies and procedures.
18. Travel to assist local educational agencies' (LEAs) with current federal and state regulations.
19. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of current trends, innovations and practices in leadership.
2. Knowledge of current trends, innovations and practices in the field of staff development.
3. Possession of a broad repertoire of pedagogical skills.
4. Enthusiasm for and commitment to assigned tasks.
5. Excellent written and oral skills in English and Spanish.
6. 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.
7. 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. Ability to plan, coordinate and conduct parent leadership activities.
2. Ability to make decisions based on a sound educational philosophy.
3. Ability to work and communicate effectively and cooperatively with students, colleagues, and parents.
4. Ability to establish an appropriate working relationship and rapport with individuals and groups.
5. Ability to give in-depth technical assistance in the writing of State and Federal Grants.
6. Ability to plan, coordinate, and conduct quality professional development.
7. 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 hold an elementary or a secondary teaching credential.
2. Must hold or be eligible for a Supervision or an Administrative Credential.
3. Master's Degree Required. Degree in Curriculum and Instruction or related field preferred.
4. CLAD or BCLAD certification or equivalent.

B. Experience:

1. Successful teaching experience.
2. Experience with budget projections, management and analysis.
3. Successful teaching of Bilingual/Bicultural students.
4. Experience working with high mobility populations.
5. Successful central office or school site level experience in providing students, teachers, administrators, and parents as well as with assistance in planning, implementing, and evaluating leadership programs.
6. Experience in providing training and/or technical assistance to teachers and administrators.

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Formerly Coordinator II – Migrant Education Program Services 2024