



QUALIFICATIONS:

- High school diploma or equivalent;
- Experience working in a Migrant Education Program preferred;
- Ability to work harmoniously with and to communicate effectively (both orally and in writing) with students, parents, administrator, and staff;
- Have linguistic and cultural expertise of the group served;
- Ability to work a flex-time schedule;
- Ability to maintain confidentiality;
- Ability to use computer technology to word-process and to enter and access student data;
- Knowledge of community resources available to families, students, and schools;
- Hold and maintain a valid Oregon driver's license;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

REPORTS TO:

- Special Programs Director.

JOB GOAL:

- To use home-school relations as the medium through which a student's response to and benefit from the school and its programs can be strengthened and improved; and
- Support the District Mission and Strategic Plan Objectives.

PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

Responsibilities include but are not limited to the following:

- Visit potential families to determine eligibility for program services and obtain parental approval for program participation;
- Assist school personnel with home contacts when there is a possible language barrier. Interpret, translate home/school communications, and conduct home language surveys;
- Determines what agencies, service organizations, businesses, and industries in the community can provide supportive services that will assist the school in meeting the needs of the target group students;
- Develop open lines of communication within the triad of school, community, and families;
- Assists parents in communicating with the school when there is a possible language barrier including parent conferences, enrollment procedures, PAC meetings, and other situations, as directed by the superintendent;
- Assist in the absence of other designated personnel, by attending to such emergencies as: taking students to the doctor, to the dentist, etc. after clearing permission with administration, parent/guardian, teacher, or other authorized staff;
- Assure that students in need have adequate clothing, through a cooperative effort of the school and community resources;
- Establish lines of communication and if possible, rapport with the people in the area who can provide information concerning the temporary or permanent residence of the target group families;
- Encourage migrant and immigrant parents/guardians to visit and participate in school activities and committees;
- Use referral system in providing all supportive services;
- Work with students and their parents/guardians to encourage regular attendance and appropriate behaviors;

- Keep well-informed of all services available to the target group such as day care, preschool, post secondary education, health and welfare services, etc.;
- Maintain a daily log and provide the superintendent and building administrator with copies of the log and monthly report of activities;
- Conduct home visits, parent questionnaires and surveys, and when requested by administration, participate in SST (Support Services Team) meetings and parent conferences;
- Develop working knowledge of the interpretation and application of relevant school law;
- Use referral system in providing supportive services to target group;
- Assist in the preparation of pertinent data and reports regarding the target group of students and families served;
- Maintain a high level of ethical behavior and confidentiality of information about staff and students;
- Participate in inservice training programs as assigned by the superintendent or building administrator;
- Submit all required reports in a timely manner;
- Working Conditions:
 - A flexible work schedule with irregular hours and some overtime, regular evening meetings and some weekend assignments; and
 - A personal car is required for travel to all parts of the community, with occasional travel required outside the community and state.
- Perform other duties, as assigned.

PHYSICAL REQUIREMENTS

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

TERMS OF EMPLOYMENT:

- According to Board policy and procedures, master contract, and school calendar.

EVALUATION:

- Performance will be evaluated annually in accordance with Board policy and established procedures.

I have received a copy of this job description.

Signature

Date