

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Migrant Education Program Advocate I, Grade 40

DEFINITION:

Under general direction, provides supplemental instructional, health, and social services to migrant children and their families; and serves as a link between program, home, school, and community agencies; assists in the identification of eligible migrant students (preschool through age 22).

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by a Migrant Education Specialist.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Assists migrant families in obtaining health, social, educational, or other support services.

Acts as a liaison between students, counselors, and teachers.

Strategizes with school district staff regarding identification, recruitment, and migrant student needs.

Conducts home, work or school site visits to identify student needs and make appropriate referrals for services.

Assists with recruitment duties by identifying potential eligible students to ensure meeting established program goals.

Monitors credit accrual and student attendance to provide guidance in academic achievement.

Implements credit recovery programs with students online and in person.

Provides coaching in a wide variety of life skills to increase awareness of common issues facing migrant population.

Tutors students in home and at school sites, before or after regular school hours, and during summer and/or intersessions.

Develops age-appropriate tutoring materials.

Provides information on and make referrals to educational, health, community, and State and Federal agencies as needed.

Makes presentations to parents, school district, and community groups regarding the Migrant Education Program and available community resources for migrant students.

Records services provided and student progress through case management and work logs as directed.

Completes and submits required program forms by established deadlines.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Target communities and cultures.

Current office methods, practices, and procedures, including record-keeping, filing systems, and software programs.

The English and Spanish languages, including pronunciation, spelling, grammar, punctuation, vocabulary, and comprehension.

ABILITY TO:

Tutor students on an individual and/or group basis.

Relate to and understand the strengths and challenges of the migrant population.

Respond with sensitivity to the stated needs of the migrant students and parents.

Establish and maintain effective working relationships with migrant parents, school district staff, and administrators by being patient and willing to answer questions.

Explain technical/procedural information clearly to parents and check for comprehension.

Operate a computer and applicable software.

Participate as part of a team.

Manage time and prioritize tasks to meet deadlines.

Read, write and speak English and Spanish fluently and effectively.

Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

CREDENTIAL/LICENSE/CERTIFICATION:

A valid California driver's license and availability of reliable private transportation to and from field assignments.

EDUCATION AND EXPERIENCE:

Completion of at least 48 semester units at an institution of higher education; or

An associate's (or higher) degree; or

Pass a qualifying examination to demonstrate the ability to assist in instructing, reading, writing and mathematics and completion of college-level course work in general academic subject areas.

One year experience working with children, families, community groups, and public agencies.

LANGUAGE REQUIREMENT:

This classification requires oral competency and literacy in Spanish and English, and the ability to translate orally and in writing from English to Spanish and Spanish to English.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

ENVIRONMENT:

Home, school site, or office setting.

Travel to back country areas is a regular part of this assignment.

Migrant Education Program Advocates may be asked to accommodate a flexible work schedule as need arises which may include evening and weekend hours.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

DISTINGUISHING CHARACTERISTICS:

Migrant Education Program Advocate II's may perform all the job duties in the Migrant Education Program Advocate I job class, and in addition, will obtain and verify the eligibility documents for program candidates, and will provide technical direction and support to the Migrant Education Program Advocate I job class.

Established	Approved by Personnel Commission	Revised	FLSA Status	Salary Grade
06/2016	June 14, 2016	07/2016	Non-Exempt	40