CLASS TITLE: MIGRANT EDUCATION RECRUITMENT SPECIALIST (Bilingual)

BASIC FUNCTION:
Under the direction of the Director of Special Populations and Educational Support, perform various identification and recruitment duties for the Migrant Education Program; identify, recruit, and enroll students in the program; assist in determining parent and children eligibility and qualification for the program; perform home visits to explain and review program information; conduct periodic home visits and eligibility reviews of program participants; translate into Spanish oral and written communications for parents, and children.

REPRESENTATIVE DUTIES:
Perform various identification and recruitment duties for the Migrant Education Program; identify, recruit, and enroll students in the program; speak with parents and guardians and explain program details in Spanish; 

Assist in determining parents and children eligibility and qualifications for the program; perform home visits to explain and review program information; encourage parents to participate in program activities; maintain confidentiality of participant information;

Review completed Certificates of Eligibility (COEs) for errors and changes; follow up with families which have moved since last review; contact school personnel to obtain needed family and children information; delete students and parents from the program as necessary;

Conduct periodic home visits and eligibility reviews of program participants; correct or update information as needed and obtain required signatures; and

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Migrant Education Program policies, procedures, regulations, and requirements of assigned activities and operations;
Applicable sections of the State Education Code and other applicable laws;
Program eligibility requirements;
Record-keeping techniques;
Interpersonal skills using tact, patience and courtesy;
Proper lifting techniques;
Diverse academic, socioeconomic, cultural, and ethnic backgrounds of program families;

ABILITY TO:
Speak and write in Spanish;
Perform various identification and recruitment duties;
Identify, recruit and enroll students in the program;
Assist in determining parent and children eligibility and qualification; Perform home visits to explain and review program information; Conduct periodic home visits and eligibility reviews of program participants; Maintain current knowledge of program rules, regulations, requirements and restrictions; Read, interpret, apply and explain rules, regulations, policies and procedures; Determine appropriate action within clearly defined guidelines; Establish and maintain cooperative and effective working relationships with others; Work independently with little direction; Work confidentially with discretion; Lift objects weighing up to 25 pounds; and Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school; two years increasingly responsible duties involving public contact; and experience in Migrant Education identification and recruitment.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver's License.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment, and Subject to driving to homes to conduct interviews.

PHYSICAL ABILITIES:
Lifting boxes weighing up to 25 pounds; Walking on dirt roads and uneven surfaces; Climbing stairs; Kneeling and reaching to file and retrieve records; Seeing to observe documents; and Hearing and speaking to communicate with program participants.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Driving on narrow winding roads, and Driving in adverse weather conditions.