

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Migrant Recruiter
Job Class Code: 7886
Pay Scale: per salary schedule

Reports to: Program Director
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

Develops and manages the Migrant Education program (MEP) by:

- Overseeing the administrative functions of the program to ensure that the program maintains financial viability through grants and other funding. Prepares and monitors budgets,
- Serving as primary liaison, for the parents, students and greater program community. Networking regularly with programs and agencies, on local and state level,
- Coordinating with school administrators, teachers, (classroom and ELL) guidance counselors, nurses and other school staff on behalf of migrant students,
- Preparing program participation reports and writes yearly grant proposals to Department of Education. Assumes responsibility for all county, state, and federal reports and audits as they relate to MEP education,
- Providing support to MEP Program Specialist and evaluates performance,
- Providing regular updates regarding migrant student population to schools,
- Coordinating with Regional Migrant Coordinator and with ID & Recruitment Specialist regarding migrant families,
- Orienting, training and monitoring performance of staff,
- Responsible for all county, state, and federal reports and audits as they relate to MEP education.
- To complete Certificates of Eligibility and Data Entry forms, and to obtain a parent or legal guardian's signature for documentation of eligibility.
- To submit completed and signed Certificates of Eligibility to the MSRTS clerk onto the data terminal at the MERC.
- To work under the supervision of the migrant project director, and to work with school principals, teachers and secretaries in maintaining MSRTS records.
- To fully understand all federal regulations pertaining to the Migrant Education Program.
- To serve as a liaison between home and school, continually striving to maintain positive communication.
- Perform other tasks and assume other responsibilities as the superintendent and/or board may deem necessary.
- To identify all eligible migrant students within the LEA boundaries.

Responsible for delivering services to participants by:

- Providing supplemental instructional support to migrant children, youth and their families before/during/after school,
- Serving as home-school liaison for migrant families,
- Meets regularly and coordinates service/instruction with ELL educator, Migrant teacher,
- Participates in meetings focused on serving the needs of migrant (transient) children and youth: preschool, elementary and high school level,
- Coordinates with out of state Migrant programs/schools when families move.
- Participates in local, state, and national activities designed to improve MEP education.
- Maintain standard safety practices.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree/ Master's Degree in Education preferred
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make

changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.



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PANTHERS