

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09 Effective Date	<b>MIGRANT SPECIALIST</b> Job Title	2.12.23 Index
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### **PURPOSE**

To improve student achievement by performing duties involved in the instruction, tutoring and identification of migrant students; by assisting migrant families with translation, advocacy, referrals to community services and migrant students in achieving academic success.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed only periodically to assure compliance to standards and measured results.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Providing tutorial assistance to identified migrant education students.

Assisting in the planning and implementation of learning experiences for students enrolled in the program; conferring with teacher to provide feedback on student performance in tutorial activities.

Instructing students in small group and one-on-one settings, sometimes without teacher oversight.

Identifying and recruiting students for the Migrant Education Program; notifying staff of eligible students.

Working with students and parents to encourage regular attendance and discuss truancy.

Performing home visits and providing transportation to migrant students and families to community resources for the receipt of health and social services.

Assisting in the planning and arrangements for migrant parent advisory committee meetings in collaboration with the bilingual program.

Participating in regular staff and planning meetings to receive migrant referrals; facilitating effective communication and cooperative relations between migrant parents and school.

Providing input for updating migrant student records.

Communicating academic, social and health related concerns regarding migrant students to parents when requested by appropriate District staff.

Participating and interpreting in staffings and conferences regarding migrant students' academic, physical, medical, and environmental needs as required.

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Serving as interpreter for migrant parents or students at agencies providing needed services and assists students and parents in establishing eligibility for services.

Attending in-services and workshops as necessary.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Principles, practices and techniques of instruction related to area of assignment

Techniques and methods of student supervision and classroom management

Spanish and English usage, grammar, spelling and punctuation

Basic academic skills such as math and reading

Language and customs of the migrant population

Federal and state guidelines and regulations

Cultural differences

**Ability to:**

Deliver instructional programs to migrant students under the direction of assigned instructional and program staff

Gain the confidence of and work with migrant parents and students

Maintain open communication with migrant families

Communicate effectively both in English and Spanish. Must be able to speak, read and write Spanish and English fluently for spoken and written translation.

Work effectively in a team situation by demonstrating cross-cultural communication skills

Maintain highest level of confidentiality in all matters relating to students and families

Operate a computer and related peripheral equipment and software

Establish and maintain effective working relationships with those contacted in the course of work

Travel with dependable transportation

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Complete accurate and timely reports

Communicate clearly and concisely, both orally and in writing

**Experience and Training**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of responsible instructional assistance experience, preferably involving contact with students who have cultural or social/behavioral needs.

**Training:**

Equivalent to the completion of the twelfth grade, supplemented by college level course work or special vocational training in educational principles and practices.

**License:**

Must possess a valid Oregon Driver's License and insurance.

**Work Environment:**

Climate controlled classroom setting. Exposure to minimal noise intensity levels.

Moderate level of contact with district staff/students and parents. Minimal level of contact with agencies/community.

**Physical Requirements:**

Frequent talking, hearing, sitting and standing,. Mobility to work in a typical classroom setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Migrant Specialist

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_