

COMMUNITY CONTACT – MigrantJob Summary

Under the direction of the Director of Categorical Programs, and in conjunction with district administration, the Migrant Community Contact will assist in the coordination of services, such as health, social services, attendance services and parent involvement to families, perform a variety of necessary duties of a responsible nature to assist in the recruiting of migrant families throughout the district by making home visits, act as a liaison between the school and families, act as advocate for migrant families, and other duties as assigned.

Qualifications:Required:

- Possess a valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)
- Completion of the twelfth grade or equivalent
- Three years experience working in a school setting with children
- Typing certificate verifying a net corrected speed equal to or greater than 40 wpm
- Bilingual English/Spanish Languages

Desired:

- Self-starter and highly motivated with strong people and communication skills
- Previous work experience with multicultural individuals/groups in a school-based setting

Knowledge and Ability:

1. Excellent organizational and networking skills
2. Ability to work well with and understand children and to work cooperatively with teachers, principals, and others
3. Knowledge of basic computer skills, particularly word processing
4. Ability to relate well to students and families in a nonjudgmental and caring manner
5. Ability to establish and maintain cooperative working relationship with co-workers, parents and students and to work in teams
6. Ability to function in rural area with an understanding of rural poverty
7. Ability and knowledge to translate, orally and in writing, between Spanish and English
8. Ability to communicate effectively, both in writing and orally
9. Knowledge of the curriculum offerings as well as local and community services available

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Make home visits and worksites, etc., to recruit, identify, and verify qualifying information for migrant students 2-21 years of age
2. Make referrals to additional services required by the student or other family members
3. Attendance at DELAC meetings, Parent Advisory Committee meetings on and other meetings as deemed necessary
4. Arrange transportation for students and families to health services
5. Follow all federal and state regulations pertaining to the identification and recruitment of migrant children
6. Develops partnerships with schools, community agencies, farmers, growers, crew leaders, and maintains ongoing contacts for referrals
7. Develops resources and referrals to give to migrant families
8. Distributes newsletters, posters, flyers, etc., to schools, agencies, and businesses
9. Attends training meetings, in-services, and workshops as scheduled
10. Assists parents by providing information on supplementary programs provided by the school district and by the Migrant Education Program
11. Provides or facilitates such supportive services to migrant children or to their families as necessary to enable migrant children to receive available services
12. Completes all work accurately and promptly
13. Assists with and/or participates in parent education/involvement activities, i.e., migrant parent meetings

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14. Completes Basic Interview Pattern Form, Certificate of Eligibility, QAD Control Report and other forms and/or reports as necessary
15. Visits home and worksites, etc., to recruit, identify and verify qualifying information for migrant students
16. Assists parents by providing information on supplementary programs provided by the school district and by the Migrant Education Program
17. Serve as liaison between students, parents, school and community
18. Ensure that reports are prepared and submitted as required
19. Communicate regularly with other site staff regarding child/family issues and share other necessary information
20. Promote parent involvement and volunteerism
21. Serve as Family Advocate at Student Study Team meetings when requested
22. Build connections between existing parent groups through the schools, such as Student Site Council, DELAC, and migrant P.A.C.
23. Organize activities and events for parent involvement, e.g., support groups, basic needs services
24. Provide support for partnerships with the school and other organizations and agencies
25. Assist families with completion of the Federal Free/Reduced meal application forms
26. Act as backup to Site Secretary in their absence
27. Act as Receptionist for site
28. Arranges appointments for pupils with school nurse
29. Assist with Cal-Work accounting and student registration
30. Compose correspondence without instructions from supervisor
31. Data entry of student information into computer for report
32. Dispense information to the public over the counter or on the telephone
33. File correspondence and confidential student material
34. Greet and help students, staff and visitors coming into the office
35. Keep records and maintain files
36. Make referrals to additional services required by the student or other family members
37. Maintain and keep accurate records and protect confidential information
38. Other appropriate duties as assigned

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to: interpret and follow rules relating to the position, make decisions using sound judgment, and evaluate results
2. Facility to sit at a desk, conference table, or in meeting rooms of various configurations for extended period of time
3. Facility to see and read, with or without vision aids, a computer screen, laws, codes, rules and policies, and other printed matter
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in meetings, and on the telephone
7. Physical ability to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of this job