

Job Description

2320

POSITION TITLE:	Recruiter Migrant Education
SALARY PLACEMENT:	CSEA II Salary Schedule Range 004

MINIMUM QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

High school diploma or Equivalent. Bilingual in Spanish and English. (Candidates selected for final interview will be tested.) No minimum experience requirement.

DESIRABLE QUALIFICATIONS - EDUCATION, TRAINING AND/OR EXPERIENCE:

Education and/or training, good communication skills. Previous work experience with the migrant community.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Good communication skills; work a flexible schedule including weekends and evenings. Proof of a valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. DMV printout required. Must furnish own transportation as required to fulfill job duties. Ability to fill out forms in a legible manner. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Program Manager for Identification and Recruitment, establishes student eligibility for migrant services and does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

- 1. Identify and recruit migrant children to receive services in accordance with Federal guidelines.
- 2. Perform record keeping, identification, recruitment functions connected with the student data enrollment process.
- 3. Establish contact with agencies serving the migrant community.
- 4. Establish contacts with agricultural businesses to facilitate enrollment of migrant students.
- 5. Visit migrant families at home and/or at their workplace for the purpose of enrolling students in the Migrant program.
- 6. Make home visits as part of recruitment and support efforts.
- 7. Operate a vehicle in the course of carrying out assigned duties.
- 8. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

- 1. Sit for extended periods of time.
- 2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
- 3. See and read a computer screen and printed matter with or without vision aids.
- 4. Hear and understand speech at normal levels and on the telephone.

- 5. Speak so that others may understand at normal levels and on the telephone.
- 6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
- 7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations, as well as come in direct contact with students, SJCOE staff, district staff, OSY (out-of-school youth), migrant community, and the public.

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