

Job Roles and Responsibilities Examples

Program Coordinator

The primary role of the Program Coordinator is to direct and supervise all components of the Migrant Education Program, and serve as program liaison between parents, school districts, State Department of Education, and the general public. The responsibilities include, but are not limited to the following:

- Evaluate program compliance and performance.
- Plan, coordinate, implement, and evaluate supplemental migrant instructional services for districts with diverse needs across a broad geographical area.
- Assist with interpretation of child and family eligibility and programmatic issues, and the recruitment and enrollment of eligible children and families for the Migrant Education Program.
- Demonstrate creativity and foster accountability for and enthusiasm in operating instructional and supplemental programs for migratory students.
- Implement data-driven programs focused on student achievement.
- Direct and supervise all components of the Migrant Education Program and serve as program liaison between parents, school districts, State Department of Education, and the general public.
- Provide district staff with technical assistance and interpretation of related federal and state regulations.
- TERMS OF EMPLOYMENT: Flexible schedule.

Migrant Recruiter

The primary role of the Migrant Recruiter is to recruit and enroll eligible children and families for the Migrant Education Program. The responsibilities include, but are not limited to the following:

- Conduct initial eligibility interviews with families/youth in person, in their primary language.
- Recruit out-of-school youth (OSY) into educational programs.
- Establish proper eligibility determinations based on the guidelines outlined in this manual, guidance and other statutes governing the Migrant Education Program.
- Submit Certificates of Eligibility (COEs) to the LEA/State Approver within the appropriate time limits.
- Follow proper district, state and federal procedures and protocols regarding the review of COEs.
- Prepare and submit documentation such as a weekly/monthly individual recruitment reports and activity schedule.
- Develop and maintain recruitment maps or a series of written directions which ensures easy location of the families/camps.
- Participate in Quality Control measures as they relate to training, eligibility determinations, and documentation.
- Communicate regularly with State ID&R Coordinator.
- Develop a recruitment network with migrant families, employers, school staff, communities, institutions, religious organizations, and social services agencies, which serve the same population.
- Share information on eligibility of migrant families with preschool and educational programs as appropriate.
- Promote activities between students, parents and educators and communities.

- Network with other agencies providing services to migrant students to ensure a coordinated service delivery system.
- TERMS OF EMPLOYMENT: Flexible schedule.

Data Clerk

The primary role of the Data Clerk is to manage all data for eligible migrant students in the region. The responsibilities include, but are not limited to the following:

- Review, sign and submit the COE for final State MEP approval within appropriate time frame.
- Collaborate with recruiters to ensure the timely and efficient data entry of all COEs in the Region.
- Assist the recruiter with conducting preliminary phone interviews.
- Data entry of all service codes.
- Scan and submit all required documents into the student's electronic file.
- Provide technical assistance to Recruiter's when needed.
- Follow proper district, state and federal procedures and protocols regarding the review of COEs.
- Prepare and submit documentation such as an activity schedule.
- Participate in Quality Control measures as they relate to training, eligibility determinations, and documentation.
- Communicate regularly with State ID&R Coordinator and State Data Specialist.
- Provide monthly data verification reports to the State Migrant Education Program.
- Ensure Interstate and Intrastate Coordination.
- Process MSIX move notifications.
- Conduct and oversee the re-interview process.
- Quarterly review of random COEs and data to ensure program compliance.
- Share information on eligibility of migrant families with preschool and educational programs as appropriate.
- Promote activities between students, parents and educators and communities.
- Network with other agencies providing services to migrant students to ensure a coordinated service delivery system.
- Attend regional/state training as required.
- TERMS OF EMPLOYMENT: Flexible schedule.

Migrant Liaison/Advocate Example (Optional)

The primary role of the Migrant Liaison/Advocate is to provide ongoing academic support, resources, and communication to migratory students and families, as well as other educational stakeholders. These responsibilities include, but are not limited to the following:

- Provide Supplemental Codes information of services to migratory children to the Migrant Data Clerk.
 - Devise Individual Learning Plan for each migratory student to identify needs and provide appropriate services.
- Coordinate family literacy resources, parent and family outreach, training activities, and local and statewide Parent Advisory Council (PAC) meetings designed to assist parents and families to become active participants in the education of their children.

- Coordinate supplemental instructional programs and support services, including the payment of costs associated with the provision of additional materials and supplies as well as transportation.
- Conduct home, work, or school site visits to identify student needs and make appropriate referrals for services.
- Tutor students in home and at school sites, before or after regular school hours, and during summer and/or intersessions and document student needs before tutorial services are provided.
- Make complete arrangements for migrant tutorial sessions in cooperation with school administration; identify potential tutors to be employed by the program.
- Serve as a link between home and school to solve problems affecting migratory students.
- Provide advocacy and information about school and community resources, make referrals to educational, health, community, and State and Federal agencies, and assist in accessing appropriate services based on expressed needs.
- Provide guidance toward academic achievement by monitoring academic progress, credit accrual, student attendance, and reports of problems involving migratory students such as suspensions and withdrawals.
 - Identify student needs via student conferences, teacher conferences, and while reviewing cumulative records and report cards.
 - Implement credit recovery programs with students online and in person, before or after regular school hours, and during summer and/or intersessions.
 - Provide follow-up for non-attending students by working with appropriate school staff members to counsel students who have dropped out to continue their education and/or training.
- Acts as a liaison between students, counselors, and teachers, communicating student concerns and needs with school staff to ensure expressed needs are met.
- Provide coaching in a wide variety of life skills to increase awareness of common issues facing migratory populations.
- Make presentations to parents, school district, and community groups regarding the Migrant Education Program and available community resources for migratory students.
- Assist school staff in obtaining information from previous schools through the migrant office files.
- Periodically distribute a list of all eligible migrant students to administrators, guidance counselors and regular classroom teachers for referral purposes.
- TERMS OF EMPLOYMENT: Flexible schedule.

Migrant Education Program At-Home Tutor Example *(Optional)*

The primary role of the Migrant Education Program At-Home Tutor is to provide developmentally appropriate instruction at home with a comprehensive curriculum in nature to support the growth of children and parents. These responsibilities include, but are not limited to the following:

- Assist with interpretation of child/family and programmatic issues.
- Prepare weekly lesson plans for qualified home-based interventions.
- Implement pre- and post- assessment to all qualified home-based migratory children.

- Encourage parent participation regularly in the program; assist parents in the planning of the home-based activities.
- Keep an up-to-date log of lesson plans and other activities.
- Maintain records of the program parent meetings.
- Provide bilingual interpretation and translation.
- Assist in program evaluation.
- Monitor program enrollment and indicate problems to Special Project Director.
- Attend regular in-service training.
- Submit all required reports on a timely basis.
- Provide children transportation support to school as needed.
- Assist as needed in compiling data for Migrant Education Program monthly and end of the year report.
- Submit to Special Project Director a comprehensive report of activities planned during the year.
- Maintain confidentiality of all student files.
- Participate in special projects as assigned by the Migrant Education Program Coordinator.
- TERMS OF EMPLOYMENT: Flexible schedule.