

**TITLE: District Migrant Family Liaison**

**QUALIFICATIONS:**

- Complete two years of college (32 Education credits) OR hold a two-year college degree OR pass the “ParaPro Assessment” in reading, writing and math OR a Minimum of two years of related job experience in social sciences or related field preferred.
- In-depth knowledge of community-based agencies and organizations, schools, and the Migrant Education Program (MEP).
- Demonstrated skills in organization, such as prioritizing multiple tasks according to importance.
- Strong ability to network and mobilize resources for migrant students.
- Fluent in English as well as Spanish.
- Ability to test students in compliance with test protocols.
- Outgoing, productive attitude.
- Professional appearance and demeanor.
- A reasonable degree of proficiency in computer applications including spreadsheet, data base and word processing.
- Working knowledge of basic office procedures and the operation of common office equipment and machines.
- Such alternatives to the above as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** Federal Programs Coordinator

**JOB GOAL:** The District Migrant Family Liaison works with migrant staff and families throughout the district and ensures enrollment of eligible students and families occurs in appropriate assistance programs. The position also assists with Title I-C compliance within the district and provides guidance and training to migrant staff in regards to identification and recruitment of migrant students.

**ESSENTIAL DUTIES** may include:

- Follow district Identification and Recruitment Plan and Quality Control Plan to correctly identify and recruit migrant families to the MEP through outreach, including visits to families, local agricultural employers and other community agencies.
- Conduct eCOE interviews at the parent’s availability, including after regular working hours as needed.
- Communicate with newly identified migrant families to identify and provide referrals to needed services and assist them in overcoming the obstacles to obtaining those services.
- Serve as a language conduit between community agencies, schools, and migrant families as needed.
- Maintain accurate, reliable, and comprehensive records of contacts made with agencies and services provided to migrant families through weekly contact logs, certificates of eligibility, etc.
- Attend meetings, in-services, and trainings requested by the district or migrant program.
- Refer migrant students to appropriate academic programs, (i.e. AVID, HEP, Camp, etc)
- Refer eligible migrant students for summer school.
- Participate in parent involvement programs (i.e. PAC, parent events, etc.).
- Determine Continuation of Services status
- Determine Priority for Services data
- Annually verify each student’s residency in district and complete form (annual residency verification)
- Enter data accurately into MSIS (services, annual verification date, immunizations)
- Verify accuracy of MSIS data and ISEE data at monthly
- Use MSIX for student transfers (in and out of the district)
- Drive to and from facilities; Possession of a valid Idaho Motor Vehicle Operator's License with the condition of Employment-Insurability by the District's liability insurance carrier.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.

- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Other duties as assigned

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. and to work in an office environment. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

**TERMS OF EMPLOYMENT:** The employment period shall be for nine (9) to eleven (11) months Dependent upon student needs, enrollment and funds as determined by administration. Salary determined by the current district salary schedule.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on evaluation of nonprofessional personnel.

**AT-WILL EMPLOYEE:** This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org)

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

\_\_\_\_\_  
Employee Signature

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Date

August 2, 2018