

MONTEREY COUNTY OFFICE OF EDUCATION

PROGRAM SPECIALIST Migrant Education

CLASSIFICATION: Certificated
SALARY LEVEL: I-VIII
WORK YEAR: 195 Days

DEFINITION

Under the direction of the Coordinator/Administrator, the Migrant Education Program Specialist is responsible for providing training for instructional and support service staff, and in cooperation with classroom teachers, provides supplemental instruction to assigned migrant students.

SUPERVISOR

Migrant Education Coordinator/Administrator

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Advocates for Migrant Education students and parents; responsible for communication between site(s) and Coordinator/Administrator; works to improve access for Migrant Education students and parents; provides input to district and regional service agreements and collaboratively with Coordinator/Administrator develops and implements supplementary services for migrant students; may provide direct, supplemental instruction to migrant students in their areas of academic need; provides training for district and other migrant funded staff who work with migrant children; coordinates the Migrant Education Parent Involvement Program including parent training at the site and district levels; assists districts with migrant student needs including collecting and analyzing student assessment data and monitoring individualized learning plans as requested; participates in meetings, inservices and committees when requested by regional office; recommends appropriate instructional material for migrant students; complies with regulations from the California Department of Education Migrant Education Program and the Monterey County Office of Education Board Policies and Administrative Regulations; upon request from classroom teachers or the Migrant Education Resource Teacher, assists in diagnosing and prescribing for student needs;

OTHER DUTIES

Assists the Coordinator/Administrator with: hiring Migrant Education staff for programs; composing and monitoring district service agreements, compiling and analyzing data related to program needs including demographic reports; student attendance records, student performance

results and other pertinent program data; providing support services to young adults (16-21 years old).

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and classroom equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school or home site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit and stand for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

Education and Experience

- o California Teaching Credential authorizing services within the K-12 public school system;
- o Minimum of three years classroom teaching and/or counseling experience;
- o Bilingual/biliterate in English and the dominant language of the majority of migrant students served by Region XVI.

Knowledge of:

- o Technology programs and data entry;
- o Understand and relate to the needs of migrant students and parents;
- o Knowledge of instructional material and teaching methodology; that best meets the needs of migrant students;
- o Knowledge of current research and literature/that impacts migrant students.

Ability to:

- o Possess an appropriate California vehicle operator's license issued by the State Department of Motor Vehicles and be insurable;
- o Interact with and maintain cooperative relationships with all levels of staff and the public;
- o Communicate effectively in the English language both orally and in writing
- o Ability to work cooperatively with district and regional personnel that impact migrant students and parents.