

MONTEREY COUNTY OFFICE OF EDUCATION

**FAMILY SERVICE ADVOCATE
(MIGRANT)**

CLASSIFICATION: Classified
SALARY LEVEL: 33.5

DEFINITION:

Under the general supervision of the Coordinator Administrator, the Family Service Advocate identifies and recruits eligible migrant children, complies with all identification and recruitment procedures and reporting, provides instructional support services to migrant students, and refers and supports students' and families' access to school and community resources.

SUPERVISOR:

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.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Identifies and recruits eligible migrant children and performs all activities associated with recruitment procedures and reporting based on established federal and/or state regulations and guidelines
- Provides one on one and small group instructional support
- Explains, interprets, and clarifies program regulations and guidelines, agency resources, procedures, rights and responsibilities
- Prepares and/or distributes enrollment packets and other related program documents as needed.
- Assists families to complete and gather necessary pre-enrollment documentation by completing all required forms accurately and in a timely manner including health records
- Reviews and verifies completed student enrollment forms for accuracy and student eligibility
- Refers and/or coordinates supplemental health services for eligible migrant families such as health screenings and follow up treatment
- Maintains records of contacts, referrals, and services provided
- Composes reports on identification and recruitment activities, completes enrollment and services reports
- Maintains records related to identification and recruitment functions and student enrollment data
- Monitors students attendance and develops support plans with parents and staff to promote regular school attendance
- Becomes familiar with resources within the community that provide health, social services, educational/training and other services needed by families
- Assists in developing and presenting inservice training on relevant subjects
- Serves as a resource person to schools personnel with items related to identification and recruitment, parent and student advocacy, and community resource referrals and follow up
- Participates in appropriate trainings offered by the department and the California Department of Education
- Makes appropriate referrals to other agencies
- Provides for translation when necessary
- Drives a County vehicle to various locations to conduct activities, transport students, or make home visits
- Arranges for student and parent transportation to migrant sponsored events
- Complies with Monterey County Office of Education Board Policies. Superintendent Policies and Administrative Regulations and applicable Federal and State Regulations.
- Performs other job related tasks as required.

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 (including computers); 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, reach overhead and run on occasion; physical mobility sufficient to move about the work environment (office, district, from school or home site-to-site), drive an automobile, physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, stand or walk 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:

- Education as required by the Elementary and Secondary Education Act:
 - High school diploma or equivalent AND two years of higher education study (48 semester units) OR possession of an Associate's or higher degree OR met a rigorous standard of quality and able to demonstrate, through a formal State or local academic assessment, knowledge and ability to assist in instructing, reading, writing and mathematics.
- Two years' experience in a related field

Knowledge of:

- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Modern office procedures and practices, including filing systems, reception and telephone techniques
- Community resources and organizations
- Proper English/Spanish usage and grammar
- Computer application software that includes word processing, database and spreadsheets, and personal communication data devices

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Learn and use technology and computer software applications as appropriate to the work environment
- Understand and follow oral and written instructions
- Prioritize and complete all work with minimum supervision and ensure accurate records and documents are completed and updated within required timelines
- Learn, plan and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Maintain accurate records
- Communicate effectively in English and Spanish or in language of migrant population, both orally and in writing
- Work a flexible schedule including weekends and evenings as necessary
- Understand and relate to issues involved in the migrant life style
- Function effectively in a multi-cultural setting
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Establish and maintain cooperative relationships with those contacted within the course of work
- Handle information in a discreet and confidential manner
- Exercise reasonable judgment in unusual circumstances
- Make home visits
- Travel from site to site within the county
- Operate a vehicle safely and efficiently

Desirable Qualifications:

- Three years of experience in social services, public education and/or migrant education.

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability

(revised 12-10-15)