

MONTEREY COUNTY OFFICE OF EDUCATION

**IDENTIFICATION AND RECRUITMENT LIAISON I**

**CLASSIFICATION:** Classified  
**SALARY LEVEL:** 31

**DEFINITION:**

Under the direct supervision of the Supervisor III of Migrant Education and in coordination with the Identification Recruitment Liaison II, the Identification and Recruitment Liaison I assists with identification and recruitment functions connected with state and federal guidelines, and inputs and monitors information in the state and federal student information systems regarding migrant children.

**SUPERVISOR:**

Supervisor III of Migrant Education

**POSITIONS SUPERVISED:**

None

**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 are representative of the position and include but are not limited to:

- Identifies and recruits families for participation in Migrant Education programs
- Maintains regular recruitment schedules for field, community and school based recruitment
- Collects enrollment and activity reports and compiles into reports for submission to the Supervisor III
- Assists the Migrant Family Service Advocate to establish methods and procedures for identifying migrant children
- Maintains log of contacts, referrals, and services provided to students and families
- Writes reports on identification and recruitment activities for submission to the Supervisor III
- Operates standard office machines to include computer, phone, copy machine, fax machine and other office equipment
- Makes referrals to appropriate community services
- Contacts schools for student records
- Makes home visits to identify and recruit migrant families
- Drives a County vehicle to various locations to conduct recruitment activities
- Participates in appropriate trainings including from the California Department of Education
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Performs other related duties as assigned

**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 and business machines; 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, from school or home site-to-site), drive a vehicle, 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; physical tolerance to an outdoor environment.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination of education or experience equivalent to a high school diploma
- One (1) year experience working with Migrant Education Program or in related health, social service, or educational setting with youth.
- Combination of training and experience which has provided the applicant with the required knowledge and abilities to successfully perform job duties.

### **Knowledge of:**

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

### **Skills and Abilities:**

- Communicate effectively in English and Spanish, both orally and in writing
- Work a flexible schedule including early mornings, weekends and evenings as necessary
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Understand and relate to issues involved in the migrant life style
- Make home visits
- Function effectively in a multi-cultural setting
- Establish and maintain cooperative relationships with those contacted within the course of work
- Maintain accurate records
- Learn, plan and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Determine and meet schedules and timelines
- Understand and follow oral and written instructions
- Handle information in a discreet and confidential manner
- Exercise reasonable judgment in unusual circumstances
- 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

### **Licenses and Experience:**

- Possess an appropriate, valid California driver's license and evidence of insurability

Revised April 6, 2011  
Revised May 2015 June 2015  
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Revised 12-10-15)