

MONTEREY COUNTY OFFICE OF EDUCATION

**IDENTIFICATION and RECRUITMENT
LIAISON II**

CLASSIFICATION: Classified
SALARY LEVEL: 32.5

DEFINITION:

Under the general supervision of the Supervisor III, the Identification and Recruitment Community Liaison II establishes communication and collaborates with community agencies and business organizations, serves as a lead for the Identification and recruitment team, assists with identification and recruitment, performs record keeping, identification and recruitment functions connected with state and federal guidelines, and inputs and monitors information in the Migrant Education regional, state and federal student information systems.

SUPERVISOR:

Supervisor III

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 is representative of the position that includes but is not limited to:

- Establishes a working collaboration between region, district, community agencies, and business organizations
- Maintains contact information database and logs of community and business organizations for purposes of recruitment
- Schedules, plans, organizes and maintains calendar of community recruitment events for purposes of identification and recruitment and field-based activities
- Identifies and recruits families for participation in Migrant Education programs
- Assists with the alignment of safety and procedural trainings within community and field recruitment
- Gathers and analyzes data and generates annual comparison and projection reports for submission to the Supervisor III
- Collects enrollment and activity reports and develops summarized reports for submission to the Supervisor III
- Inputs and monitors information in the Migrant Education regional, state and/or federal student information systems
- Collaborates with and assists Migrant Family Service Advocates and district staff to establish methods and procedures for identifying migrant children
- Assists in developing and presenting in-service training to migrant staff on student enrollment coordination and, I.D. & R. Writes reports on identification and recruitment activities
- Operates standard office machines to include computer, phone, copy machine, fax machine and other office equipment
- Responds to written, telephone, or in-person inquiries from potential or enrolled migrant families to make referrals to appropriate community services
- Contacts schools for student records

- Participates in appropriate all trainings offered by the Department and the California Department of Education
- Becomes familiar with resources within the community that provide health, social services, educational/training and other services needed by families
- Makes home visits to migrant education families for purposes of identification and recruitment or services recruitment
- Maintains log of contacts, referrals, and services provided to students and families
- Coordinates transportation needs and drives a County vehicle to various locations to conduct recruitment activities
- 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 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; physical tolerance to an outdoor environment.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education or experience equivalent to a high school diploma
- At least three (3) years of 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
- 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
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Community resources and organizations

Skills and Abilities:

- Communicate effectively in English and Spanish or language of migrant population, both orally and in writing
- Work 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/site visits
- Function effectively in a multi-cultural setting
- Establish and maintain cooperative relationships with those contacted within the course of work
- Maintain accurate records
- Participates in appropriate all trainings offered by the department and the California Department of Education

- 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
- Learn and use technology and computer software applications as appropriate to the work environment
- 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

Licenses and Experience:

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

Revised 06.08.10
(revised 12-10-15)