

CENTENNIAL BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE: Migrant Recruiter for North East Colorado

DEPARTMENT/PROGRAM AREA: Federal Programs

IMMEDIATE SUPERVISOR: Director of Federal Programs

REPORTS TO/CONSULTS WITH: Asst. Director of Federal Programs and Data Specialist

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To identify and enroll all eligible migrant students in the Region, and coordinate communication between home, school and the community to promote the educational success of migrant students.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. High school diploma or GED.
2. Bilingual - must be fluent in Spanish and English, oral and written.
3. Knowledge and understanding of the challenges migrant families face.
4. Strong communication skills.
5. Skills in record keeping and time management. Able to meet deadlines.
6. Computer experience: Microsoft Word, Internet, email and electronic data entry
7. Reliable transportation and willingness to work flexible schedule to make home visits. Occasional evening and weekend work required.
8. Overnight travel to workshops/meetings/trainings/conferences as required.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Survey, recruit and enroll eligible migrant students in the Migrant Education Program.
2. Maintain all relevant documentation and records on migrant students.
3. Communicate and coordinate with regional and state-level staff.
4. Maintain school visit schedule in the region to complete enrollments/withdrawals and coordination of efforts between CBOCES and school districts.
5. Maintain electronic calendar, submit mileage logs for reimbursement, enter data into state database, and submit other records/reports as required by deadline.
6. Assist with parental involvement and community based efforts in the region.

7. Assist migrant students to enroll in regular year and summer school programs and other activities to advance their academic success.
8. Attend interagency meetings that pertain to migrant families and keep records of such meetings. Attend all meetings and trainings required by CDE.
9. Complete other duties as assigned.

IV. EVALUATION PROCEDURES:

This position will be evaluated using procedures outlined and defined by the Centennial BOCES' policies and procedures.

PRIMARY EVALUATOR: Director of Federal Programs

SUPPORTING EVALUATORS: Data Specialist
(If Applicable)

V. COMPENSATION/TERMS OF EMPLOYMENT:

Salary and benefits are determined by the Centennial BOCES' Board of Directors on an annual basis. The individual employee's notice of assignment or contract will stipulate the salary, and number of contracted days (work year), applicable benefits and position assignment of the employee.

READ AND REVIEWED BY EMPLOYEE:

Employee's Signature

Supervisor's Signature

Date

Date