



**CENTENNIAL
BOCES**

Board of Cooperative Educational Services
www.cbores.org

Greeley Office
 2020 Clubhouse Drive
 Greeley, CO 80634
 970-352-7404 Office
 970-352-7350 Fax

Morgan County Office
 821 West Platte Avenue
 Ft Morgan, CO 80701
 970-867-8297 Office
 970-867-6129 Fax

Briggsdale School
 Estes Park R-3
 Platte Valley Re-7
 St. Vrain Valley Schools
 Weldon Valley RE-20J

Member Districts
 Brush RE-2J
 Morgan County RE-3
 Prairie RE-11J
 Weld RE-1
 Wiggins RE-50J

Eaton RE-2
 Pawnee RE-12
 RE-1 Valley
 Weld RE-9

**V A C A N C Y
Please Post**

**Centennial BOCES Migrant Recruiter for North Eastern Colorado
FEDERAL PROGRAMS DEPARTMENT**

Responsibilities	<ul style="list-style-type: none"> Identify and enroll all eligible students and youth in the Migrant Education Program. Maintain relevant forms, documentation and records on migrant students. Communicate and coordinate with the regional and state-level staff. Maintain school visit schedule in the region to complete enrollments/withdrawals and coordination of effort between CBOCES and school districts. Maintain and monitor activities using the state database and electronic calendar.. Complete and submit all required paperwork by deadline. Assist with parental involvement and community based efforts. Assist migrant students to enroll in regular year and summer school programs and other activities to advance their academic success. Attend interagency meetings and any training required by CDE. Complete other duties as assigned.
Qualifications/Standards Specific Skills, Experience, Other Requirements	<ul style="list-style-type: none"> High school diploma or GED. Bilingual - must be fluent in Spanish and English, oral and written. Strong communication and organizational skills. Skills in electronic record keeping and time management. Able to meet deadlines. Computer experience: Microsoft Word, Internet, email, and databases. Experience working with culturally and linguistically diverse populations, especially those who are marginalized, such as migrant, homeless, immigrant, and refugee families Reliable transportation and willingness to work flexible schedule to make home visits. Occasional evening and weekend work required.
Employment Terms Salary	<ul style="list-style-type: none"> Full time – 248 days Benefits: medical/dental, vacation, sick and personal leave time Starting salary range: \$26,000 - \$30,000 based on experience
Application Process / Requirements	<ul style="list-style-type: none"> Submit cover letter and a CBOCES Professional and Classified Support Staff Application to Dr. Mary Ellen Good Questions: call Dr. Mary Ellen Good at (970) 352 – 7404 ext. 1110 or meg@cbores.org
Application Deadline	<ul style="list-style-type: none"> open
Employment Start Date:	<ul style="list-style-type: none"> As soon as filled
Submit Application Materials to:	Centennial BOCES 2020 Clubhouse Drive Greeley, CO 80634 Attention: Dr. Mary Ellen Good