

## COORDINATOR OF THE DISTRICT MIGRANT EDUCATION PROGRAM

### Definition

The Coordinator of the District Migrant Education Program under the direction of the Program Administrator, Migrant Education, Region IV, KCUSD, is responsible for the implementation of the instructional component under the supervision of the assigned consultant.

### Essential Responsibilities

1. Recommend for hire, coordinate, schedule hours, inservice, supervise and evaluate instructional staff funded under the Migrant program.
2. Work cooperatively with school district personnel in the delivery of supplementary services to migrant students.
3. Provide assistance to Migrant tutors as requested by the school district or by the Regional Office.
4. Assist with diagnosis and prescription for the instructional needs of migrant students.
5. Instruct small groups of migrant students.
6. Conduct inservice workshops and/or demonstrations for teachers and tutors in the areas of instruction and supportive services.
7. Develop and/or provide supplemental instructional methods and materials to be used by classroom teachers and tutors with migrant students.
8. Encourage migrant parents to become involved in the education of their children.
9. Provide necessary documentation as required by the Regional Office.
10. Provide and record information on the Migrant Student Educational Record (MSER).
11. Gather and compile needs assessment data and complete Student Learning Plans (SLP).
12. Assist in the development of the Migrant School Site Plan.
13. Perform other related duties as assigned.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: regularly sit for extended periods of time; walk; occasionally stand and reach with hand and arms, bending at the waist to retrieve and store files; occasionally meet deadlines with time constraints, interacting with the public and other workers; and occasionally work irregular or extended hours, meet multiple demands from several people and at times come into contact with dissatisfied or abusive individuals. Specific abilities include close and distance vision, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted 8/88

Revised 7/6/95; 9/97