

## **MIGRANT COMMUNITY AIDE I**

### **Definition**

Under the supervision of the Migrant Resource Coordinator, the Migrant Community Liaison identifies and recruits qualified children into the federal Migrant Education Program which provides supplemental instructional and health services to children of migrant parents; shall be well acquainted with the district attendance area served and have leadership potential; shall communicate with children, parents, staff, and community agencies; and to perform other duties as directed as related to the implementation of the Migrant Program

### **Essential Duties**

1. Visits homes, social service agencies, churches, and other locations in the service area to inform parents of the supplemental instructional and health services provided under the Migrant Education Program.
2. Determines whether children meet the eligibility requirements of the Migrant Education Program.
3. Completes or assists parents in completing forms regarding children's eligibility for Migrant Services.
4. Refers parents with various concerns to appropriate social service, health and legal agencies.
5. Visits schools to obtain information on new enrollees to identify and recruit eligible Migrant students.
6. Assist Migrant Coordinator in the organization and maintenance of the Migrant parent committees;
7. Collect information and data of significance to the Migrant program for each migrant student through annual update process.
8. Participate in regular Region IV, Migrant inservice activities that will upgrade service skills.
9. Maintain a daily log of activities

### **Qualifications**

#### **Knowledge of:**

1. Community agencies and resources;
2. State and federal laws and regulations regarding the Migrant Education Program.
3. All areas of the instructional programs, philosophy and practice of learning skills involved.

#### **Ability to:**

1. Speak, read, write and interpret Spanish;
2. Establish and maintain cooperative working relations with others;
3. Recognize and handle discreetly any confidential information;
4. Identify parent education needs and stimulate their involvement in programs of parent education;
5. Learn about and relate public services available to meet family needs affecting a child's physical, emotional, mental, and educational development.
6. Encourage eligible Migrant parents and Migrant students to become involved in Migrant programs and services

**Education:** High school diploma or equivalent.

**Other:** Vehicle for school business use, vehicle insurance and a valid California Driver's License.  
Willingness to work irregular and evening hours as needed

## **MIGRANT COMMUNITY AIDE II**

Must have earned 60 college units in addition to the duties and qualifications as described above.

**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.

While performing the duties of this job, the employee will occasionally sit and walk and sometimes stand. Specific vision abilities required by this job include close vision such as typed material. Hearing abilities used while performing this job are hearing conversation in a quiet or noisy environment. The employee will frequently interact with the public and other staff in addition to meeting multiple demands from several people.

**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 and work is usually performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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.

amended: 9/24/97.....10/97..... updated 7/30/08