

MIGRANT LIAISON SPECIALIST—MIGRANT EDUCATION

<i>FLSA Status:</i>	<i>Non-Exempt</i>
<i>SPA License Status:</i>	<i>Non-licensed/No Contract</i>
<i>SPA Probation:</i>	<i>One Year</i>
<i>Supervisor:</i>	<i>Executive Director of Federal Programs</i>
<i>Supervises:</i>	<i>None</i>
<i>Salary Schedule:</i>	<i>Professional Non-Administrative Range 2</i>
<i>Terms of Employment:</i>	<i>8 hours/12 Months</i>
<i>Job Goal:</i>	<i>Under general supervision of Las Cruces Public Schools and in partnership with New Mexico Public Education Department Division of Equity Innovation and Social Justice, the Migrant Education Recruiter is responsible for identifying and recruiting eligible migrant children for the Migrant Education Program and to support recruitment in other school districts as needed.. The work is performed throughout the region as assigned by the NMPED, and includes accurately documenting the facts of eligibility.</i>

Minimum Qualifications

- 1. High School Diploma or Equivalent; Associate degree or higher preferred.*
- 2. Bilingual and Bi-literate in English and Spanish.*
- 3. Experience in working with diverse populations.*
- 4. Outstanding verbal, written communication, and organizational skills.*
- 5. Excellent customer service skills.*
- 6. Excellent computer skills in Microsoft Office (MS) software applications and database applications.*
- 7. Possession of, or ability to obtain, a valid New Mexico's driver's license and current auto insurance with minimum liability coverage.*

Job Duties

- 1. Understand all federal and state regulations pertaining to the Migrant Education Program.*
- 2. Will assist Migrant Coordinator of migrant programs in the interpretation and implementation of providing services to migrant education students and families.*
- 3. Attend all MEP meetings and other training sessions sponsored by LCPS/NMPED office.*
- 4. Serve as a liaison between community agencies, schools and migrant families.*

5. *Establish contacts and regular visits with agencies, businesses and sites that serve migrant families for the purpose of having them help by referring potential eligible families. Among the agencies are health clinics, day care centers, adult education, ESL or amnesty classes, governmental agencies, farmworker unions, legal aid agencies, and churches. Among the businesses are laundromats, stores, movie theaters, restaurants, and shopping malls.*
6. *Visit homes, work sites or other locations to provides educational and support services for migrant students and families for the Migrant Education Program.*
7. *Serve as liaison among home, school, community and the LCPS/NMPED office.*
8. *Assist parents by providing in information on supplementary programs provided by the school district and by the Migrant Education Program.*
9. *Engage parents and develop and plan Migrant PAC meetings that address the needs of parents.*
10. *Assist with recruitment of parents for membership in the Parent Advisory Council (PAC) and for involvement in PAC activities.*
11. *Travel throughout the assigned area in order to fulfill job duties.*
12. *Maintain records as required. Update MIS2000 and Synergy based on the identification of migrant families.*
13. *Complete all work accurately and promptly.*
14. *Cooperate with others.*
15. *Serve as a liaison between migrant families and school level personnel to support parents.*
16. *Perform other liaison duties as assigned.*
17. *Correct oral language usage, spelling, grammar, and punctuation in English and the specified second language of the children/families being served.*
18. *Thorough knowledge of the geographic area.*
19. *Communicate clearly and concisely in English and the specified home language of the children/families being served.*
20. *Communicate to a cross-section of people on a professional and personal basis.*
21. *Communicates and displays courteous and professional behavior toward the immediate supervisor, school and district administrators, staff, peers, students, parents and the community.*
22. *Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
23. *Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
24. *Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
25. *Evenings and weekend work may be required.*
26. *Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

1. *Verbal ability required to understand oral and written instructions*
2. *Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
4. *For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Print Name _____

Signature _____ *Date* _____

Approved By _____ *Date* _____

