



### **Inst Asst 3 / Migrant Ed**

#### **Purpose Statement**

The job of Inst Asst 3 / Migrant Ed is done for the purpose/s of identifying and recruiting individuals for participation in the Migrant Education Program; providing information to others; and serving as a liaison between the school, parents, or outside agencies regarding migrant students.

This job reports to Migrant Ed. Coordinator

#### **Essential Functions**

- Assists administrators and counselors in making appropriate, earnest, and persistent efforts to solve student attendance problems for the purpose of avoiding a court referral.
- Attends school team meetings for the purpose of conveying and/or receiving information.
- Collaborates with schools and homes to determine the needs of migrant children and to gather education and health information on eligible children for the purpose of planning for appropriate interventions and other services.
- Collaborates with other intervention personnel for the purpose of planning appropriate school prevention and/or intervention activities.
- Conducts parent surveys and school assessments for the purpose of meeting state program reporting requirements.
- Maintains a variety of electronic and print records for the purpose of providing up-to-date information, and managing individual records in accordance with established Migrant Education Program standards.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides written documentation to the Migrant Education Coordinator or other Student Services personnel for the purpose of determining which students may be released from their educational requirements by the Board of Education.
- Serves as liaison between various concerned parties (e.g. students, parents, school personnel, and other community agencies, etc.) for the purpose of maintaining communications and to serve as a liaison for the school district.
- Visits various locations (e.g. homes, community agencies, local businesses, schools, etc.) for the purpose of identifying and interviewing migrant families in order to complete the appropriate eligibility documentation and qualifications for the Migrant Education Program.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: effective listening; interpersonal aptitude; analyzing data; applying assessment instruments; operating standard office equipment and office technology; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: assessment instruments and techniques; cultural differences of student population; job-related codes/laws/rules/regulations/policies; knowledge of

community resources; office equipment and technology; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; adapting to changing work priorities; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

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

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
Personal transportation

**Continuing Educ. / Training:**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 3