

SENIOR MIGRANT PROGRAM TECHNICIAN

DEFINITION

Assists the Director, Migrant Education Program in planning and giving work direction and participates in the identification and recruitment of qualified District students into the federal Migrant Education Program which provides supplemental instructional and health services to children of migrant parents.

TYPICAL DUTIES

Assists in coordinating and giving work direction to Migrant Program Technicians and participates in activities involved in the identification, recruitment, and enrollment of qualified District students into the Migrant Education Program.

Reviews enrollment forms for eligibility and updates information on enrolled students for accuracy and completeness of information, and returns the forms for corrections or makes the corrections.

Reviews and verifies eligibility data and related documents in data management systems.

Provides information about the Migrant Education Program eligibility with other regions, preschool programs, community service programs, and others, as appropriate.

Compiles and maintains active and inactive migrant student rosters, logs, and Certificate of Eligibility (COE) forms.

Contacts outside agency representatives to ensure students' services are met.

Gives work direction and provides staff training on data management system, as needed.

Attends meetings regarding changes to Migrant Education Program laws, regulations, and forms.

Observes Migrant Program Technicians' performance in order to provide guidance and support.

Conducts random checks of technicians in the field.

Generates and reviews reports related to the Migrant Education Program, as needed.

Performs the duties of a Migrant Program Technician as assigned, such as visiting schools and homes regarding health and instructional services; informing parents of the eligibility requirements of the Migrant Education Program; and assisting them with the completion of forms.

May prepare forms, documents, and information for submission to the Los Angeles County Office of Education; and corrects errors that are discovered by the Los Angeles County Office of Education.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Migrant Program Technician assists the Director, Migrant Education Program in planning and giving work direction regarding the identification and recruitment of qualified District students into the Migrant Education Program, reviews the work of Migrant Program Technicians for accuracy and completeness, and may be designated to recheck the work reviewed by other Senior Migrant Program Technicians.

A Migrant Program Technician identifies District students whose educational opportunities may have been diminished because they accompanied parents or others to locations where agricultural, commercial fishing, butchery, or dairy work is performed, and recruits such District students into the Migrant Education Program which provides supplemental instructional and health services to the students; or maintains migrant student health information, makes referrals to health clinics, and monitors students' health status and treatment schedules.

SUPERVISION

General supervision is received from the Director, Migrant Education Program. Work direction is exercised over Migrant Program Technicians.

CLASS QUALIFICATIONS

Knowledge of:

- State and federal laws and regulations regarding the Migrant Education Program
- Needs and problems of families in low-income and multicultural communities
- Community organizations, programs, services, and resources in such areas as health, social services, law enforcement, housing, and food sources
- Microsoft Windows operating systems and Office Suite programs
- Guidelines given by California Department of Education 2013 I & R Manual and Office of Migrant Education Training Support
- Policies, procedures, and practices pertaining to migrant education
- Proper English grammar and vocabulary
- Protection of Personally Identifiable Information (PII), Health Insurance Portability and Accountability Act (HIPPA), and Family Educational Rights and Privacy Act (FERPA)
- Processes used in needs assessment identification

Ability to:

- Communicate effectively orally and work cooperatively with parents, students, employees, and community and agency representatives
- Exercise discretion in the dissemination of information
- Use tact, discretion, and courtesy in contacts with individuals from a variety of cultural and ethnic backgrounds
- Interpret and clearly explain laws, rules, and policies
- Work effectively without immediate supervision
- Relate to and work with a variety of behaviors in students and parents
- Gather information accurately
- Use road maps
- Maintain and track calendars
- Maintain professional working relationships
- Provide work direction
- Operate a personal computer and associated peripheral equipment
- Use computer databases to input and retrieve data and prepare spreadsheets

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience assisting in social service programs which includes activities such as determining eligibility and enrollment.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Willingness to work flexible hours as needed.

Most, if not all, positions require the ability to speak, read, and/or write in another language.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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