



SAN JOAQUIN COUNTY OFFICE OF EDUCATION

Gaylord A. Nelson Education Center • 2901 Arch-Airport Road
Post Office Box 213030 • Stockton, California 95213-9030
Telephone (209) 468-4800

Job Description

POSITION TITLE: *Migrant Services Assistant* # 2255
Migrant Education

SALARY PLACEMENT: Range J, Classified Salary Schedule

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

High school diploma or equivalent. Bilingual in Spanish and English. (Candidates selected for final interview will be tested.)

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Knowledge of the needs of migrant students and their families.

MINIMUM EXPERIENCE:

Previous employment in a school or community-based setting.

DESIRABLE EXPERIENCE:

Experience with the Migrant community.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SJCOE carrier. DMV printout required. Must furnish own transportation as required to fulfill job duties. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Migrant Program Manager, performs record-keeping activities, assists with health and parent involvement, and serves as a liaison between the school, parents, and migrant education. Does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist with Parent Advisory Committee meetings.
2. Recruit students to attend after school, Saturday and summer program activities.
3. Maintain log of services provided.

Migrant Service Assistant

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ESSENTIAL FUNCTIONS: (CONTINUED)

4. Collect data and prepares reports under the direction of the Migrant Program Manager.
5. Coordinate health and social services.
6. Provide transportation for migrant student and families as directed by the Migrant Program Manager.
7. Recruit parents to participate in both migrant and non-migrant district functions.

8. Help develop positive and supportive attitude around parents of migrant children toward school attendance and the educational progress of their child.
9. Provide new enrollment information to sites, specifically classroom teachers and school nurses.
10. Responsible for attendance accounting at times during the year.
11. Operate a vehicle in the course of carrying out assigned duties.
12. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Operate a vehicle in the course of carrying out assigned duties.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational environment, and/or make home visitations, and come in direct contact with students, SJCOE staff, district staff, migrant community, and the public.