



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:	<i>Recruiter Migrant Education</i>	# 2320
SALARY PLACEMENT:	Range G, 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:

Education and/or training, good communication skills.

MINIMUM EXPERIENCE:

No minimum experience requirement.

DESIRABLE EXPERIENCE:

Previous work experience with the migrant community.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Good communication skills; work a flexible schedule including weekends and evenings. Proof of a 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. Ability to fill out forms in a legible manner. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Program Manager for Identification and Recruitment, establishes student eligibility for migrant services and does related work as required.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Identify and recruit migrant children to receive services in accordance with Federal guidelines.
2. Perform record keeping, identification, recruitment functions connected with the student data enrollment process.

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ESSENTIAL FUNCTIONS: (CONTINUED)

3. Establish contact with agencies serving the migrant community.
4. Establish contacts with agricultural businesses to facilitate enrollment of migrant students.
5. Visit migrant families at home and/or at their workplace for the purpose of enrolling students in the Migrant program.

6. Make home visits as part of recruitment and support efforts.
7. Operate a vehicle in the course of carrying out assigned duties.
8. Performs other related 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, as well as come in direct contact with students, SJCOE staff, district staff, OSY (out-of-school youth), migrant community, and the public.