



## 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

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<b>POSITION TITLE:</b>	<i>Secondary School Advisor Migrant Education</i>	# 2335
<b>SALARY PLACEMENT:</b>	Range K, Classified Salary Schedule	

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**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

High school diploma or equivalent, college course work and/or related work experience in an educational environment or community action program. Bilingual in Spanish and English. (Candidates selected for final interview will be tested.)

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

*Understanding of the school system; graduation requirements, and migrant lifestyle.*

**MINIMUM EXPERIENCE:**

Previous work experience with junior high and/or high school age students.

**DESIRABLE EXPERIENCE:**

*Previous work with at-risk students in an educational setting.*

**SKILLS AND ABILITIES:**

Ability to advocate for migrant students with parents, school staff, employers and the public in a manner which is effective and sensitive to language and cultural differences. Ability to gain rapport with migrant students and motivate them. Follow written and oral instructions in English and Spanish; make home visits, transport students and parents. Includes some Saturday training sessions. Proof of valid California driver's license and minimum amount of liability insurance required by law; insurable by the SICOE carrier. DMV printout required. Must furnish own transportation as required to fulfill job duties. Be flexible and receptive to change.

**SUMMARY OF POSITION:**

Under the direction of the program manager, assists migrant 7-12 grade students toward graduation. Serves as a liaison between teachers, counselors, parents, and students. Provides motivation and support for attendance, participation in school and migrant activities, and academic excellence. Does other related work as required.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Identify and serve all migrant students with an emphasis upon "at-risk" students and out-of-school youth.

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**ESSENTIAL FUNCTIONS: (CONTINUED)**

2. Assist students in utilizing all available school and community resources.
3. Confer with students, parents, employers and school staff

4. Facilitate graduation credit accrual.
5. Implement P.A.S.S. (Portable Assisted Study Sequence) programs.
6. Facilitate participation of students in extracurricular activities, post-secondary programs and health and support services.
7. Refer out-of-school youth to applicable services.
8. Operate a vehicle in the course of carrying out assigned duties.
9. Perform related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. 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.