



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>Youth Advocate Migrant Education</i>	# 2390
SALARY PLACEMENT:	Range K, Classified Salary Schedule	

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

High school diploma or equivalent, and two (2) years college coursework or experience; Knowledge of the migrant lifestyle; and the ability to work flexible hours including evenings and weekends. Bilingual in Spanish and English. (Candidates selected for final interview will be tested).

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Knowledge of motivational techniques; high school graduation requirements; college entrance requirements; and career options.

MINIMUM EXPERIENCE:

Experience with the Migrant community.

DESIRABLE EXPERIENCE:

Previous experience working with schools and at-risk students at the secondary level.

SKILLS AND ABILITIES:

Ability to work cooperatively with school districts, county offices and service agency personnel; and the ability to develop rapport with OSY (out-of-school youth) and their parents. 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. Be flexible and receptive to change.

SUMMARY OF POSITION:

Under direction of the Program Manager I of Leadership and Outreach, advocates for migrant out-of-school youth in order that they may receive further education and training. Interfaces with agencies that provide such education & training. Profiles youth, appropriate placements and provides follow up to support out of school youth successes.

Youth Advocate, Migrant Education

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ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Refer Migrant OSY (out-of-school youth) to education and training in their district's adult education program, alternative education, junior college programs, HEP (high school equivalency programs) and other local agencies serving this population.
2. Make home visits creating a file for each OSY.

3. Develop a plan with OSY for further education and/or training.
4. Advocate for the needs of migrant youth and their families.
5. Serve as a liaison between the migrant youth and the agencies to which he/she is referred.
6. Continue to provide follow-up for the OSY until he/she has moved or is no longer eligible for migrant services.
7. Complete records regarding the OSY, prepare, organize and file all necessary data, forms, reports and information.
8. Operate a vehicle in the course of carrying out assigned duties.
9. 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, and come in direct contact with students, SJCOE staff, district staff, migrant community, and the public.