



Job Description

POSITION TITLE: Primary Academic Assistant #2406

SALARY PLACEMENT: CSEA 2 Hourly Salary Schedule
Rage 18

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Associates of Arts Degree (AA) or equivalent of 48 semester units, bilingual/bi-literate in Spanish/English (Candidates will be tested), possess or obtain Migrant Education Identification and Recruitment Certificate within the first six months of employment. Three (3) years of experience working with students in an educational setting.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Bachelors of Arts degree, and five (5) years of experience working with migrant families and students

KNOWLEDGE, 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.

Knowledge of community resources and academic support services; demonstrate an understanding of recruitment; proficient in Microsoft Office including: Excel, Power Point and Word; excellent verbal and written communication skills; the ability to establish rapport; good documentation skills; ability to work independently with strong sense of focus, task oriented, non-judgmental, clear sense of boundaries; a strong sense of respect and confidentiality; ability to work in a variety of setting with culturally diverse families and communities with the ability to be culturally sensitive and appropriate; good understanding of the school system, understanding of the migrant population and lifestyle.

SUMMARY OF POSITION:

Under the direction of Migrant Education director and Assistant Superintendent of Educational Services, the Primary Academic Assistant will perform record-keeping activities; assist with health and parent involvement; serve as a liaison between school, parents, teachers, counselors, students and migrant education; assist migrant students from K-8; provide motivation and support for attendance and participation in school, migrant activities, and academic excellence. The Primary Academic Assistant will establish student eligibility for migrant services; interface with agencies that provide education and training, and tutor and support instruction to individual students in a home or classroom setting. All programs, both classroom and home-based, will focus on preparing migrant students to meet state academic standards.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Assist with Parent Advisory Committee (PAC) meetings.
2. Assist students in utilizing all available school and community resources.
3. Confer with parents, students, teachers, counselors and school staff regularly.
4. Assist migrant students in the development of their academic skills
5. Attend all migrant in-services and meetings as required.

6. Be able to assist and make presentations to the public, schools, and other organizations.
7. Chaperone migrant education activities including over-night excursions.
8. Maintain confidentiality.
9. Maintain a positive and professional attitude at all times.
10. Be a resource for migrant students and families.
11. Maintain all required documentation, including logs of services provided.
12. Enroll students to attend after school, Saturday and summer program activities and services in accordance with Federal guidelines.
13. Collect data and prepare reports.
14. Facilitate health and social services.
15. Provide transportation for migrant students and families as needed.
16. Enroll parents to participate in both migrant and non-migrant district functions.
17. Help develop positive and supportive attitudes.
18. Provide new enrollment information to sites, including classroom teachers and school nurses.
19. Be responsible for attendance accounting during the year.
20. Make home visits.
21. Provide follow up for all students until they are no longer eligible for migrant services.
22. Operate a vehicle in the course of carrying out assigned duties.
23. Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, 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.

WORK ENVIRONMENT:

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