



JOB TITLE	DEPARTMENT	REPORTS TO
Senior Identifier/Recruiter, Migrant Program (Grant Funded)	Federal Programs	Coordinator of Title I Programs

Position No: 61023	Length of Work Year: 11 Months
Salary Schedule: C36	Date Approved: 8/26/97
FSLA: Non-exempt	Date Revised: 8/10/99; 11/22/13; 1/31/22

JOB GOAL
To identify migrant families and children eligible for migrant programs.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent.
2. Ability to communicate with parents and teachers of Migrant children.
3. Knowledge of Spanish, Creole or French desirable.
4. Good clerical and filing skills.
5. Must have transportation.
6. When possible, preference will be given to qualified applicants from the target population.
7. T.A.B.E. test or successful completion of one (1) year of college work.
8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. Work cooperatively with school-based personnel to ensure efficiency in the day to day operations of identification and recruitment activities, record maintenance, delivery of health and social services, and other related activities.
2. Identify Migrant families through referrals from schools, crew chief, the Health Department and appropriate community agencies.
3. Identify children who are eligible for participation in the migrant program.
4. Track and analyze district migrant enrollment trends to develop a plan for prioritizing migrant services.
5. Train identified school-based personnel to assist in the identification and recruitment process.
6. Submit Identification Forms to the Federal programs Record Specialist to ensure timely enrollment of migrant children.
7. Serve as liaison between school and home and work cooperatively with applicable school personnel to improve parental involvement opportunities for the parent of migrant students.
8. Provide assistance to school personnel in providing academic, for health and social services to aid eligible migrant children.
9. Prepare and maintain identification recruitment records and reports as required.
10. Participate in staff development activities.
11. Perform assigned tasks in a timely and efficient manner.
12. Perform assigned tasks with a high standard of quality.
13. Perform other duties as may be assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light-Medium(LM) Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry\ our duties.