

JOB TITLE	DEPARTMENT	REPORTS TO
Parent Educator – Migrant Program	School Based	Principal

Position No: 51107	Length of Work Year: 11 Months
Salary Schedule: C09	Date Approved: 5/24/94
FSLA: Non-exempt	Date Revised: 8/26/97

JOB GOAL
To facilitate home-school communications with the families of migrant students and to provide tutorial services to those students as needed.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High School Graduate or equivalent 2. Ability to communicate with parents and teachers of migrant prekindergarten children. 3. Transportation to various sites will be necessary. 4. T.A.B.E. test required or successful completion of one (1) year of college work. 5. Ability to perform the functions of the position.
DESIRABLE QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Some knowledge of Spanish or Creole is desirable but not mandatory. 2. When possible, preference will be given to qualified applicants from the target population.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To assist school personnel in reviewing school registration information in order to identify potential migrant students. 2. To refer potential migrant students to Identifier/Recruiters to ensure the timely enrollment of migrant students into the data base. 3. To work closely with school personnel, parents, and students regarding the late entry or early withdrawal of students from the school. When appropriate provide the following: <ol style="list-style-type: none"> a. parent and student introduction to teacher b. explain lunch and bus information c. secure information from previous schools for grade placement d. provide teachers with personal student/family information 4. To provide informal counseling with parents and, when appropriate, with students. 5. To promote family/parent involvement by providing scheduled parent meetings with subjects ranging from health issues, social issues, to education development. 6. To initiate weekly home visits to provide migrant families with parent education and childhood development training designed to support the educational growth of their children. 7. To assist in assessing the need for services for each family and provide parents with referrals to appropriate school, community, health and social service agencies as necessary. 8. To provide tutorial supplemental assistance in reading readiness or reading to eligible migrant students in kindergarten through second grade on a scheduled basis under the supervision and direction of the classroom teacher. 9. To confer with classroom teacher on a regular basis to ensure that the needs of the migrant students are being met. 10. To maintain accurate and up-to-date records on all students being served. 11. To provide diagnostic and evaluative testing of students served. 12. To participate in staff development activities.

13. To perform assigned tasks in a timely and efficient manner.
14. To perform assigned tasks with a high standard of quality.
15. To perform other duties relative to migrant students as principal and Title1/Migrant Supervisor may deem necessary.

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 out duties.