



JOB TITLE	DEPARTMENT	REPORTS TO
Secondary Migrant Program Advocate Grant Funded	School Based	Principal

Position No: 61012	Length of Work Year: 10 Months
Salary Schedule: IN10	Date Approved: 8/10/99
FSLA: Exempt	Date Revised: 6/30/16

JOB GOAL
To provide supplemental academic and social services to secondary migrant students.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree.
2. Valid Florida certificate.
3. Experience in working with at-risk students.
4. Ability to communicate with others
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To promote an awareness of the special educational needs of migrant students.
2. To serve as an advocate and an advisor to migrant students at the secondary level.
3. To assist teachers and administrators by interpreting, preparing and disseminating migrant records and reports.
4. To monitor attendance for problems involving migrant students and make home visits or contact when needed.
5. To confer with migrant students who indicate that they may withdraw from regular and/or summer school.
6. To coordinate the after school tutorial program designed for migrant students.
7. To prepare and assist in disseminating educational/outreach packets to migrant students.
8. To participate in staff development activities as it relates to migratory students.
9. To perform assigned tasks in a timely and efficient manner.
10. To perform assigned tasks with a high standard of quality.
11. To perform other duties as 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 out duties.