

JOB TITLE: MIGRANT ADVOCATE

JOB DESCRIPTION:

This employee is responsible for all facets of program implementation to include program participants, providing advocacy in the area of academic monitoring, career and vocational assistance and assisting with personal and social needs.

Duties of this position include but are not limited to:

1. Planning:
 - a. Identify and recruit migrant students and families.
 - b. Identify program participants and secure parental permission for program participation.
 - c. Identify student needs via student conferences, teacher conferences, reviewing cumulative records and report cards.
 - d. Furnish referral forms to teachers and guidance counselors and coordinate referrals of migrant students for possible services.
 - e. Identify potential tutors to be employed by the program.
 - f. Assist school staff in obtaining information from previous schools through the migrant office files.
 - g. Assist with the interpretation and updating of Certificate of Eligibilities as required.

2. Programming:
 - a. Make complete arrangements for migrant tutorial sessions in cooperation with school administration.
 - b. Provide follow-up for non-attending students by working with appropriate school staff members in counseling students who have dropped out to continue their education and or training.
 - c. Periodically distribute a list of all eligible migrant students to administrators, guidance counselors and regular classroom teachers for referral purposes
 - d. As funds are available, initiate and coordinate the on-the-job training component of the program doing all that is necessary to ensure the competent operation of the program. This includes choosing students for the program, seeking employers collecting payroll information and evaluating students. (Secondary)

3. Monitoring and Reporting:
 - a. Monitor student attendance and reports of problems involving migrant

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students such as suspensions and withdrawals.

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- students such as suspensions and withdrawals.
- b. Maintain complete records that reflect student referrals, student/parent/teacher contacts, and any other documents needed for audits and accountability.
- c. Monitor academic progress via student conferences, teacher conferences, reviewing cumulative records and report cards.
- d. Document student needs before tutorial services are provided.
- e. Perform other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's degree.
2. Three years of experience in counseling, teaching, social work or social services related field.
3. Ability to maintain effective working relationship with parents and school personnel.
4. Bilingual in Spanish and English.

DESIRED QUALIFICATIONS:

1. Selected from the target population.
2. Experience in community interaction activities.
3. Valid Florida Educator's Certificate.