

JOB TITLE: ADULT MIGRANT PROGRAM COORDINATOR

JOB DESCRIPTION:

This employee is responsible for coordinating the Adult Migrant Program. He/she will act as a liaison between the school and the homes of student participants in order to reduce the educational and social deficiencies which may result from excessive mobility and language barriers.

Duties of this position include but are not limited to:

1. Identifying program participants.
2. Securing parental permission for program participants under 18 years of age.
3. Making home-visits.
4. Assisting in developing and implementing effective parental involvement.
5. Coordinating referrals.
6. Maintaining close communication with classroom teachers concerning participants' specific needs.
7. Working cooperatively with student services and school district support staff to meet the migrant student(s) or program needs.
8. Submitting reports as required by the program.
9. Assisting with the interpretation and updating of MSRTS records as required.
10. Maintaining records of contacts with the participants and families.
11. Providing individual and group counseling to assist students in the career exploration and career decision-making process.
12. Providing developmentally-oriented career guidance activities for all students in the areas of:
 1. career values
 2. career awareness
 3. career decision-making/planning
 4. economic awareness
 5. job interview skills
 6. employability skills
13. Assisting in the administration of standardized tests and utilizing the results to assist students in making realistic career decisions.
14. Identifying and assisting early-school leavers by developing appropriate support and placement services.
15. Coordinating work experience and OJT assignments for student participants and high school graduates in the areas of educational and job placement.
16. Performing other duties as assigned.

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REQUIRED QUALIFICATIONS:

1. Ability to relate to others.
2. Ability to maintain effective working relationship with families and school personnel.
3. High school graduate.
4. Bi-lingual in Spanish and English

5. Previous work experience in migrant program(s).

DESIRED QUALIFICATIONS:

1. Experience in community work.
2. Reside in community.
3. Specific knowledge and expertise in the areas of recruitment, job development and placement, and counseling.
4. Bachelor's Degree