

TITLE: SUPERVISOR I - MIGRANT EDUCATION

- QUALIFICATIONS:**
1. California elementary administrative credential
 2. Experience and/or knowledge of curriculum, instructional techniques and budget preparation
 3. Ability to make decisions and provide leadership in positive and harmonious way
 4. Ability to work effectively with staff, students, parents and public
 5. Skill and accuracy in oral and written expression
 6. Ability to organize and conduct meetings, workshops and inservices
 7. Ability to make accurate computations and prepare statistical documentation
 8. Ability to speak, read and write Spanish fluently
 9. Knowledge and understanding of state and federal laws related to migrant education programs

FUNCTION: To coordinate and supervise the migrant education programs of the district

REPORTS TO: Assistant Superintendent, Educational Services

SUPERVISES: Staff as assigned

- RESPONSIBILITY:**
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| 1. | Plans, coordinates and implements migrant education programs | 1. | Directs migrant education programs; trains and assists district staff in program procedures |
| 2. | Monitors migrant education programs for compliance with state and federal laws and regulations | 2. | Maintains current files on pertinent regulations, laws and legislation; organizes and conducts meetings, workshops and inservices; prepares required reports and budgets |
| 3. | Facilitates the district-wide migrant advisory committee | 3. | Informs parents about district Service Agreement for migrant program and other compliance requirements as directed by supervisor |
| 4. | Supervises, evaluates and coordinates activities of staff as assigned | 4. | Supervises staff as assigned |
| 5. | Coordinates instructional activities of migrant programs to deliver optimal instruction to students | 5. | Works directly with migrant education teachers to ensure appropriate implementation of migrant education programs; provides resource assistance and information to schools and consults staff on specific curricular areas as assigned; provides training to migrant education teachers, acts as resource and assists schools and consults staff in selection of textbook and other instructional materials |
| | | 6. | Coordinates migrant programs with schools and the community |

AUTHORITY:

education teachers; shares deadlines, meetings, purchasing information with migrant staff; develops and implements parent education activities

6. Coordinates migrant education programs by communicating directly with school principals and migrant

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 15

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable