

**TITLE:** **MIGRANT SUPPORT SERVICES ASSISTANT**

**QUALIFICATIONS:**

1. Knowledge of office practices and procedures; ability to operate common office equipment
2. Ability to understand and exercise independent judgment in applying federal and state regulations pertaining to migrant education programs, ability to follow oral and written directions
3. Ability to communicate effectively with cross-section of people on professional and personal basis
4. Ability to fluently speak, read and write English and Spanish; ability to translate and interpret between English and Spanish
5. Possession of valid driver's license and reliable car for use on district business; thorough knowledge of local geographic area
6. Ability to work flexible schedules
7. Must pass required tests

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To provide services which contribute to the effectiveness of the department by performing a variety of recordkeeping and community contact duties

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in identification, recruitment and documentation of eligible students; understands and applies pertinent federal and state regulations
2. Collects data, checks and prepares miscellaneous reports and forms in accordance with identification/recruitment plans, state and federal regulations, local or regional directives, and other established program practices and procedures
3. Keeps records, files and performs other general clerical duties related to program
4. Provides information and assistance regarding support services to migrant students and families
5. Visits homes and work sites to interview parents/guardians to determine child eligibility for program
6. Attends meetings and training sessions as required
7. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; classified salary schedule, class 14

**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