

Job Title: CLERK, MIGRANT IDENTIFICATION, RECRUITMENT & DATA (ID&R/NGS)
Reports to: Special Revenue & Grants Coordinator
Dept./School: Federal and State Programs
Wage/Hour Status: Non-exempt
Date Revised: January 27, 2026

Primary Purpose

Support the Title I, Part C Migrant Education Program by actively identifying and recruiting eligible migrant children and families, completing and processing Certificates of Eligibility (COEs), and accurately entering, maintaining, and reporting migrant student data in the Migrant New Generation System (NGS), PEIMS, and local student information systems. Serve as liaison between migrant families, schools, and community agencies to ensure compliance with federal and state requirements and to support improved academic outcomes for migrant students.

QUALIFICATIONS

Educations/Certifications

High School diploma or G.E.D.
60 college hours, preferred
Annual training and re-certification in ID&R, COE, and NGS by TEA/Region personnel
Valid Texas driver's license, automobile insurance, and reliable transportation

Special Knowledge/Skills

Knowledge of Title I, Part C Migrant Education Program Requirements
Knowledge of the cultural, economic, and educational characteristics of the migrant population
Bilingual (English/Spanish) required
Proficient typing and data entry (minimum 35 WPM)
Proficient in Microsoft Word, Excel, and database systems
Experience with Skyward, NGS, and data mining/report generators preferred
Strong organizational, communication, and interpersonal skills
Ability to meet deadlines and maintain accurate, auditable records
Ability to conduct home visits and community canvassing
Knowledge of early childhood education preferred

Experience

Data entry and clerical experience required
Experience working with parents and families preferred

MAJOR RESPONSIBILITIES AND DUTIES

Identification & Recruitment (ID&R)

1. Actively identify and recruit eligible migrant children from 0-21, including out-of-school youth (OSY), residing in the school district.
2. Conduct community canvassing, door-to-door recruitment, home visits, phone calls, and participation in district and community recruitment events.
3. Interview families to determine eligibility in accordance with the Texas ID&R Manual and federal regulations.
4. Complete, process, review, and update Certificates of Eligibility (COEs), ensuring accurate determination of qualifying and non-qualifying migrant activity.
5. Recruit eligible students for summer, supplemental, and special migrant programs.
6. Provide home-based early childhood instruction and parent education for migrant children turning three years old after September 1.

Data Entry, Reporting & Compliance

- 7. Enter, review, and maintain accurate migrant student data in NGS, MSIX, PEIMS, and local student information systems.
- 8. Process and verify Certificates of Eligibility (COEs) and related documentation in compliance with federal and state requirements.
- 9. Generate required campus, district, and program reports; maintain auditable records, logs, and data accuracy.
- 10. Ensure timely updates, corrections, and communication of migrant student data and status changes.

Family, School & Community Support

- 11. Serve as a liaison between migrant families, schools, and community agencies.
- 12. Assist families with referrals to school and community resources.
- 13. Support parental involvement initiatives, including recruitment and participation in Parent Advisory Council (PAC) meeting and activities.
- 14. Provide regular updates on migrant student status to the Special Revenue & Grants Coordinator and campus personnel.

Program Compliance & Professional Responsibilities

- 15. Maintain accurate documentation of all recruitment activities, home visits, contacts, meetings, mileage, and work logs.
- 16. Attend required ID&R, NGS, ESC, district, and department trainings.
- 17. Maintain confidentiality of student and family information at all times.
- 18. Perform other duties as assigned by the Special Revenue & Grants Coordinator.

EQUIPMENT USED

Copier, computer, calculator, printer, poster machine and paper cutter.

WORKING CONDITIONS

District-wide travel and outdoor work in various weather; prolonged computer use. Ability to work under stress with frequent interruptions and occasional irregular hours.

 The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____