

**Job Title:** CLERK, IDENTIFICATION AND RECRUITMENT  
**Reports to:** Migrant Services Coordinator  
**Dept./School:** Federal and State Programs  
**Wage/Hour Status:** Non-exempt  
**Date Revised:** July 23, 2018

### **Primary Purpose**

Actively identify and recruit eligible migrant children residing in San Felipe Del Rio CISD as stated in the Texas ID & R Manual under section 1304(c) of Public Law 107-110. Provide a home-based educational program to parents of early childhood migrant children turning 3 years old after September 1<sup>st</sup> of each year. Assist migrant families by serving as a liaison between home, school and community. Enhance and support district efforts in promoting parental involvement by the district's migrant parents/guardians.

## **QUALIFICATIONS**

### **Educations/Certifications**

High School diploma or G.E.D.  
60 college hours, preferred  
Valid driver's license and automobile insurance  
Have own vehicle

### **Special Knowledge/Skills**

Knowledge of the cultural and economic characteristics of the migrant population.  
Strong organizational, communication, and interpersonal skills  
Ability to work with parents  
Must be Bilingual (English/Spanish)  
Familiar with early childhood education  
Knowledge of the geographic area  
Flexible approach to work assignments

### **Experience**

Clerical/office experience preferred  
Experience in working with parents

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Recruitment**

1. Actively identify and recruit eligible migrant children from 0-21 residing in the school district.
2. Canvas the community door-to-door, attend district recruitment activities, visit community agencies and establish communication networks.
3. Interview families to determine eligibility for migrant services.
4. Complete the Certificate of Eligibility (COE) with the necessary information after student qualifies for the migrant program.
5. Assist with the drop out recovery program for identified out-of-school youth (OSY).
6. Assist the Migrant Coordinator and the Parent/Community/Bilingual/ESL Coordinator in obtaining the necessary resources for eligible students.
7. Contact migrant families on a regular basis through phone calls, correspondence, office and home visits.
8. Recruit eligible students for summer and other special programs.

- 9. Provide instruction in Migrant Early Childhood curriculum for parent of students turning 3 years old after Sept 1<sup>st</sup> of the current school year to involve the parents and children in activities designed to promote instruction between caretaker and child.

**Communication and Parent/Community Support**

- 10. Serve as a liaison between home, school and community.
- 11. Assist in recruiting parents for the Parental Advisory Council (PAC) Meetings and activities.
- 12. Assist in publicizing migrant programs to the parents and community.
- 13. Make home visits to families to communicate available school services and programs and area social services.
- 14. Assist in parent referrals to community agencies.

**Policy, Reports and Law**

- 15. Process, update and file COE's, family and student records according to federal regulations.
- 16. Compile pertinent data to prepare required federal, state and local reports.
- 17. Comply with policies and regulations established by local policy, federal and state law.
- 18. Comply with all district and department policies to include, but not limited to, maintaining work logs, mileage justification.
- 19. Maintain accurate documentation of all home visits, parent contacts, meeting attendance, etc. for compliance and auditing purposes.

**Other**

- 20. Maintain confidentiality of information
- 21. Attend required ID & R Education Service Center, district and department level trainings.
- 22. Inform Migrant Service Coordinator of internal and external communication.
- 23. Perform other duties as assigned by supervisor.

**EQUIPMENT USED**

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

**WORKING CONDITIONS**

Able to walk extensively during various weather conditions; regular district-wide travel; occasional prolonged or irregular hours if necessary.

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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:** \_\_\_\_\_