

TITLE: Migrant Program Specialist

- QUALIFICATIONS:**
1. Bachelor's Degree or higher in a field related to Education, Counseling, or Social Work required
 2. Valid Alabama Professional Educator Certificate and/or Alabama Certification in School Administration preferred.
 3. English Language Learner/ English as a Second Language (ESL) Certification preferred.
 4. Bilingual (English and Spanish) preferred

JOB GOAL: To coordinate with Migrant Education Program staff concerning program planning, evaluation, recruitment, and implementation of supports for all migrant students.

REPORTS TO: Executive Director of Federal Programs

SUPERVISES: Assigned Staff

JOB DUTIES:

1. Provide oversight and direction for ACS Migrant Program staff.
2. Work collaboratively to develop and present information to ACS Staff on the best instructional practices for Migrant Learners.
3. As necessary, provide instructional support to migrant students, especially those who have been identified as Priority for Service (PFS) tiers I and II.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction (directly or indirectly) as needed to migrant students.
5. Periodically collect data and perform a needs assessment of the Migrant Education Program.
6. Coordinate, plan, and present professional development to ACS Migrant Education Program staff.
7. Prepare and submit reports on migrant services as required by the ALSDE Migrant Education Department.
8. Plan and coordinate supplemental learning opportunities for migrant students outside of the regular instructional day, such as after-school and summer programs.
9. Recruits, encourages, and assists migrant students in their exploration and preparation for college or other opportunities; aids counselors and administrators in the planning and administration of college and career fair opportunities for migrant students.
10. Collaborates with Migrant Recruiter and OSY Migrant Recruiter to collect and analyze data used to determine the Priority for Service (PFS) status of migrant students.
11. Assists Migrant Recruiter and OSY Migrant Recruiter with support for Out of School Youth (OSY) and family engagement activities designed to improve communication with migrant families.
12. Establish rapport with migrant parents and students to assist with transition into the school/community.

13. Attends professional development activities to maintain current understanding of migrant educational trends as required by Alabama Department of Education and ACS.
14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
15. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
16. Perform other duties as may be assigned.

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9- Month 10- Month 11- Month 12- Month

EXPECTED WORK DAY: 8 Hours

FLSA STATUS: Exempt

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials