

Title: **Migrant Recruiter**

QUALIFICATIONS: 1. Minimum of an associates degree (Preferred)
 2. Bilingual in Spanish (Preferred)

REPORTS TO: Director Federal Programs

Job Goal: To identify, recruit and enroll migrant students into the Albertville City Schools and provide academic continuity.

JOB DUTIES:

1. Responsible for recruiting migrant students and families.
2. Serves as an advocate / liaison for migrant students, their families and schools.
3. Serves as an interpreter and assists with communication between school and Spanish speaking migrant families.
4. Completes necessary state and federal paperwork used in determining eligibility for the Migrant Education Program.
5. Conducts orientations for migrant families in school settings.
6. Conducts home visits involving migrant students.
7. Provides outreach to migrant families and transportation to community agencies for resources and assistance.
8. Coordinates with principals, counselors, teachers and migrant families to address migrant student needs.
9. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
10. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
12. 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

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

BOARD APPROVED: 5/17/16