

Title: Out of School Youth (OSY) Migrant Recruiter

Qualifications:

1. Associate's degree (Preferred)
2. Bilingual in Spanish and/or Haitian Creole (Preferred)

Reports To: Executive Director of Federal Programs

Job Goal: To provide support and services to Out of School Youth (OSY) and assist in identifying, recruiting, and enrolling migrant students into Albertville City Schools.

JOB DUTIES:

1. Assists in recruiting migrant students and families.
2. Assists in serving as an advocate/liaison for migrant students, their families, and schools.
3. Assists in serving as an interpreter and with communication between school and Spanish and/or Haitian Creole speaking migrant families.
4. Assists Migrant Recruiter when completing necessary state and federal paperwork used in determining eligibility for the Migrant Education Program.
5. Assists in conducting orientations for migrant families in school settings.
6. Conducts home visits involving migrant students.
7. Assists in providing transportation to eligible services for migrant students, OSY, and migrant families.
8. Coordinates with the Migrant Recruiter in assisting 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.
11. Perform other duties as may be assigned.

