

TITLE: Migrant Graduation Specialist

- QUALIFICATIONS:**
1. Valid Alabama Professional Educator Certificate or Verified enrollment in a 5th Year or Alternative Education Program required.
 2. English Language Learner/ English as a Second Language (ESL) Certification preferred.
 3. Certification in Secondary Education - Language Arts, Math, Social Science, or General Science preferred
 4. Bilingual (English and Spanish) preferred

JOB GOAL: To support academic and individual migrant student goals at the high school level and ensure these migrant students are on a path to graduation.

REPORTS TO: Executive Director of Federal Programs and High School Principal

JOB DUTIES:

1. Meet with every high school migrant student to provide guidance and support towards a high school diploma.
2. Provides instructional support and tutoring to high school migrant students, especially those who have been identified as Priority for Service (PFS) tiers I and II.
3. This position will not be the teacher of record for the students that are served.
4. Establish and maintain standards of pupil behavior needed to achieve a functional learning environment.
5. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
6. Recruits, encourages, and assists migrant students in their exploration and preparation for college or other opportunities; provides assistance to counselors and administrators in the planning and administration of college and career fair opportunities for migrant students.
7. Collaborates with Migrant Recruiter and Assistant Migrant Recruiter to collect and analyze data used to determine the Priority for Service (PFS) status of migrant students.
8. Assists Migrant Recruiter and Assistant Migrant Recruiter with support for Out of School Youth (OSY) and family engagement activities designed to improve communication with migrant families.
9. Establish rapport with migrant parents and students to assist with transition into the school/community.
10. Attends professional development activities to maintain current understanding of migrant educational trends as required by Alabama Department of Education and ACS.
11. Participate in curriculum development programs as required.
12. Participate in required staff meetings.
13. Assist in daily duties, of which may be car duty, extra curricular duties whenever students are involved in school activities.
14. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
15. 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