

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

MIGRANT ADVOCATE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Bilingual.
- (3) Experience working in a school setting.
- (4) Computer proficiency, preferred.
- (5) Valid Florida driver's license with good driving record.
- (6) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the culture and migrant lifestyle preferred. Knowledge of local, state and federal guidelines related to field of responsibility. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others. Ability to work with diverse populations. Ability to drive throughout the district.

REPORTS TO:

Director of Grants and Special Programs

JOB GOAL

To identify migrant and immigrant students and families and to coordinate the delivery of educational, health and social services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Identify and interview migrant families to determine program eligibility.
- *(2) Visit homes to assess family needs.
- *(3) Coordinate services to migrant and immigrant parents in cooperation with schools and other communities.
- *(4) Input data and maintain migrant program documentation.
- *(5) Assist with parent training and parent meetings.
- *(6) Assist in coordinating the delivery of social, health and educational services to families in need.
- *(7) Serve as a liaison between parents, community agencies and school personnel.
- *(8) Serve as an advocate on behalf of migrant and immigrant parents to facilitate delivery of appropriate services.

Migrant Advocate - Continued

- * (9) Support district efforts in identification and recruitment of migrant families by maintaining flexible work hours.
- * (10) Meet regularly with high-risk students, individually and in small groups, to address personal, emotional, behavioral, social and academic needs.
- * (11) Visit school sites to determine the needs of migrant/immigrant students.
- * (12) Assist in testing and placement of new migrant/immigrant students.
- * (13) Update records and maintain program documentation and reports required by federal guidelines.
- * (14) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (15) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (16) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (17) Ensure adherence to good safety standards.
- * (18) Maintain confidentiality regarding school/workplace matters.
- * (19) Model and maintain high ethical standards.
- * (20) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (22) Exercise service orientation when working with others.
- * (23) Keep supervisor informed of potential problems or unusual events.
- * (24) Use effective, positive interpersonal communication skills.
- * (25) Respond to inquiries and concerns in a timely manner.
- * (26) Serve on school/district committees as required or appropriate.

System Support

- * (27) Exhibit interpersonal skills to work as an effective team member.
- * (28) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (29) Demonstrate support for the school district and its goals and priorities.
- * (30) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (32) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board approved: May 8, 2012