

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/ Relief Migrant Education Program Assistant

HOURLY RATE: \$18.79/ hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Migrant Education Program Assistant identifies and recruits eligible migrant students to maintain records in accordance with regulations and laws; serves as a link between program, home, school and community agencies; encourages parent involvement; assesses student needs and refers to appropriate services; analyzes data to receive direct program administrative procedures.

TYPICAL DUTIES

- Assists re migrant s phone or
- Visits hom guardians Program. and their
- Receives, re appropriate
- Travels th
- Demonstr
- Operates to comple (fax mach
- Coordinat participat
- Strategize and student ne

Contacts families regarding attendance, application and enrollment status; discrepancies and incomplete information

Prepares and distributes routine reports, forms, correspondence and other documents as needed

Acts in support role as advocate for student and family

Provides information regarding health care resources and community service agencies

Serves as a liaison between the families and schools, community service agencies and other program staff

Refers families to other services or appropriate agencies for specialized services or counseling

Performs related duties as assigned

EMPLOYMENT STANDARDS:

Possession of:

A valid and appropriate California Driver's License

A driving record which meets the County Office of Education's insurance requirement

Knowledge of:

Target communities and cultures

Proper c S kTj 76œ D Td18 TD [(-25D 22 >3e)Tj MCID 2e f0Tc 0.038 Tw 0.61 e MCID

PHYSICAL DEMANDS: Incumbents regularly stand and sit for extended periods of time, walk short distances on a regular basis and on uneven surfaces whenever necessary; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; seeing to read fine print; hearing and understanding voices over the telephone and in person; moving and transporting program materials, and lifting, carrying and pulling light objects.

Approved:

Philip Gordillo, Executive Director, Human Resources

Date