

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MIGRANT EDUCATION PROGRAM RECRUITER

BASIC FUNCTION:

Under the supervision of an assigned administrator, Migrant Education Program Recruiter identifies and enrolls eligible families; advocates and helps to plan, organize, and coordinate the implementation of a variety of services that link students and their families to school, district, and community resources by increasing communication and ensuring student success through ownership of their learning; promotes parent education and involvement in various school, district, and community programs and other activities; refers students and families to the appropriate agencies to ensure academic success; provides written translation and oral interpretation services to students and families to assist students and families accessing needed services.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Identifies and enrolls students in the Migrant Education Program and provides services based on student needs; refers students and families to appropriate agencies to ensure academic success; utilizes phone screenings and leads from school personnel

Visits homes, schools, worksites, migrant housing, community events, and other locations, including those in isolated rural areas; interviews parents and guardians; determines and verifies student eligibility for the program; canvasses various targeted areas in the community to identify possible eligible migrant families;



Modern office practices, procedures and equipment.  
Recordkeeping and report preparation techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills in English and designated second language.  
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Understand, follow, and adhere to federal Migrant Education Program regulations, performance standards and guidelines.  
Interview applicants and students, perform assignments and refer students to community resources.  
Establish and maintain effective working relationships with others including school and community representatives, migrant families and migrant program staff.  
Compile and interpret data related to program needs.  
Train and provide technical support to assigned staff.  
Provide oral and written translation services between English and a designated second language to facilitate communications.  
Communicate effectively, read, write, translate and interpret English and a designated second language.  
Interpret, apply and explain rules, regulations, policies and procedures.  
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WORKING CONDITIONS:

ENVIRONMENT:

Office environment.  
Indoor and outdoor environment.  
Driving a vehicle to conduct work.  
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Sitting, standing or walking for extended periods of time.  
Bending at the waist, kneeling or crouching to retrieve files.  
Reaching overhead and above shoulders to retrieve objects and materials.  
Lifting, carrying, pushing or pulling moderately heavy objects.  
Seeing to read a variety of materials.

HAZARDS:

May conduct work near high crime areas.  
Possible rough roads and terrain.

Approved by the Personnel Commission December 14, 2016  
Revised April 11, 2018 May 12, 2021



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Marisa Perry  
Director– HR/Classified Personnel Services

Date: 05/12/21