

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE:

SUPERVISOR - MIGRANT EDUCATION IDENTIFICATION & RECRUITMENT

BASIC FUNCTION:

Under the direction of the Director III – Migrant Education, organize and directs the activities and operations of the identification and recruitment functions of the Migrant Education program throughout Region One; develops, recommends and compldees and



SUPERVISOR

ABILITY TO:

Plan, develop, implement and oversee the identification and recruitment functions of the Migrant Education program of the Santa Clara County Office of Education
Interpret, apply, understand, follow and adhere to Federal Migrant Program regulations, policies and procedures and performance standards and guidelines
Effectively problem solve; modify systems, procedures, and programs within area of responsibility
Establish and maintain cooperative and effective working relationships with those contacted in the course of work
Coordinate and assign work to staff to meet established deadlines
Collect and assemble data, prepare reports, monitor progress and analyze data
Function effectively in a multicultural setting; work with diverse populations, including special needs families
Maintain confidential information
Serve as a resource to school staff and other stakeholders
Effectively supervise, train, evaluate and motivate assigned staff
Communicate effectively orally and in writing in English and Spanish
Work independently with little direction
Maintain, review and audit routine records

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in education, psychology, social services or a closely related field and two years increasingly responsible experience in a role related to identification and recruitment of migrant5Mf mdeond.(i)-,ee reA(w)-2(o)]TJ 0 Tc 0 Tw 12.02 0 T[(cd)-4(s)-5(n



PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate equipment.
- Hearing and speaking to exchange information in person and over the telephone.
- Reaching overhead, above the shoulders and horizontally to retrieve stored files and supplies.
- Moving and transporting program materials and lifting, carrying and pulling objects weighing up to 25 lbs.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials
- Walk short distances on a regular basis and on uneven surfaces whenever necessary
- Operate a vehicle in the course of carrying out assigned duties.

Approved by the Personnel Commission: May 15, 2014



Sheila Lopez, Director

May 15, 2014

Date

