

# Madera Unified School District Classified Job Description

## Migrant Liaison

### Purpose Statement

The Migrant Liaison was established for the purpose/s of supports the educational process by providing a link between school and district personnel, community agencies and parents in the delivery of supportive services to students. This job is under the direction of the Migrant Coordinator.

This job reports to the Migrant Coordinator or designee.

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### Essential Functions

- Conducts home visits for students who meet the eligibility criteria of the Federally funded migrant program.
- Provide school and district staff with a monthly eligibility list containing the names of migrant students enrolled.
- Assists with the collection of and monitors the reporting of instructional data of migrant students.
- Receives, checks, files and distributes educational and health records to school and district personnel.
- Communicates as needed any serious or chronic health problems that may require attention.
- Initiates and follows through on specified procedures to provide emergency medical and/or dental services as required.
- Works with community agencies in securing health and welfare services, transportation to health facilities and other social services as required by migrant families.
- Attends workshops as required.
- Responsible for forming, training and maintaining Parent Advisory Committees(PACS) in accordance with regional guidelines.
- Facilitate parent events where families can gather resources and important information including attendance policies, on-line grade access and programs offered to support students.
- Refer incidents including personal injuries, altercations, suspicious activities, rule violations, attendance violations etc, to appropriate site personnel and/ or agencies, city police for the purpose of ensuring follow up in accordance with administrative, site security and student safety guidelines.
- Participates in the collection of program evaluations and student data.
- Work schedule will need to be flexible, rotation of school sites, and may need to work on weekends as needed.

## Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## Job Requirements:

### **Skills, Knowledge and Abilities**

**SKILLS:** Specific skilled-based competencies include: adhering to safety practices; operating standard office equipment including software; preparing and maintaining accurate records

**KNOWLEDGE OF:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include; health standards and hazards; safety practices and procedures.

**ABILITY TO:** Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as a part of a team; setting priorities; working with frequent and sustained interruptions.

## Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

## Minimum Qualifications

**Experience:** Two years of working with community, educational and/or social services organizations preferably working with school age children conducting educational program activities.

Must be knowledgeable of the needs of migrant families and students with demonstrated experience in record keeping.

Bilingual required. Language to be determined by District based on student need.

**Education:** High School diploma or GED required. Associate of Arts degree from an accredited college preferred.

### Required Testing

Pre-employment Proficiency Test

### Continuing Educ./Training

Continuing updates of new laws and/or  
Attending seminars and trainings

### Certificates

Valid CDL

### Clearances

Criminal Justice Fingerprint/Background  
Clearance  
TB Clearance  
Physical Demand (B)

FLSA Status

Non exempt

Salary Range

Approval Date