



**CLASSIFIED**  
**Job Class Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 62-2020/21  
DOCUMENT NO. 35-2020/21  
DATED: 06/28/2021

**MIGRANT STUDENT & FAMILY SUPPORT SPECIALIST**

**DEPARTMENT/SITE:** Student and Family  
Support Services

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 34

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Migrant Education Coordinator

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general supervision of the Migrant Education Coordinator, the Migrant Student & Family Support Specialist serves as a direct resource for migrant students and migrant parents of the Madera Unified School District to achieve and maintain standards of excellence in curricular areas so that each student receives the greatest supplemental academic and personal benefit from their learning experience. Incumbents of this class focus on improving student outcomes by providing age-appropriate personal support that enables students, parents, and staff to make sound decisions about academic, educational, college, vocational, and personal problems, opportunities, needs, and conflicts. The incumbents in this classification provide the school community with supplemental resources targeted to the specific needs of an identified population which in turn directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in the class of Migrant Student & Family Support Specialist assist in building students' capacities to successfully perform at grade level and build parents' capacity in participating in ongoing education workshops and services to support their children's education at Madera USD within the scope of the State's Parent Involvement Plan under the Migrant Education Program for the delivery of state services. Incumbents must possess sufficient proficiency in the primary language of the population served (Spanish) to successfully provide program services.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Advises and assists students, either individually or in small groups, on use of career exploration resources such as computerized career exploration applications, information, planning, and assessment systems.
- Advises and orients students on requirements for high school graduation and academic requirements for application to college and university-level education systems, including orienting students to computer aided support with course research, evaluation of transfer requirements, and trade school or college and career placement.
- Assists in direct services to migrant students for site based advising on secondary requirements for graduation and academic requirements for the university.
- Assists students with research of potential occupations including but not limited to identifying the training and schooling requirements, special skills, and abilities, long term career growth opportunities, and aptitudes most positively contributing to success.
- Attends meetings and professional development as required.
- Chaperon educational field trips provided by the Migrant Education Program (MEP).
- Collaborates with middle school/secondary counseling and teaching personnel to ensure that enrollment

of migrant students in academic courses in preparation for meeting the requirements for admittance into the university/state university systems.

- Confers with classroom teachers on the needs, assignment, and progress of migrant students on a regular basis.
- Creates and directs services through supplemental instruction to students regarding cultural awareness and self-pride
- Makes home visits as needed.
- May arrange for and provide transportation for parents and students on an as-needed basis to meet objectives of the program.
- May work flexible schedules including evening and weekends to contact parents and students and/or to participate in community resource events.
- Monitors and support credit recovery services to high school students.
- Prepares reports containing narrative and statistical information about student access, participation, and success for internal program assessment and to comply with state mandates.
- Provide direct services of social emotional development strategies to students and parents.
- Provide direct services to increase student engagement by incorporating activities into services that build migratory students' self-pride.
- Provide direct services to students with a focus in cultural awareness.
- Provides advisory assistance and referral services relating to applications for admission, scholarships, and financial aid for students who are preparing to transfer to colleges or technical/trade schools.
- Provides direct assistance during the Migrant Parent Advisory Council (MPAC).
- Provides direct services in individual mentoring for students identified as at risk or performing below grade level by facilitating supplemental services in academic advising, college and career services, English Language Arts and Mathematics services.
- Provides direct services to elementary/junior high/secondary migrant students and District counseling and teaching personnel to ensure that migrant students are enrolled and completing relevant college entrance requirements (often referred to by the California Department of Education as the A-G college entrance requirements).
- Provides direct services to students through case management services to migratory students at risk of not graduating high school.
- Provides direct supplemental instruction in English Language Arts and Mathematics to K-12 students.
- Provides individual and small group tutoring to K-12 migrant students as prescribed by the State Service Delivery Plan (SSDP) of Migrant Education Program. (MEP).
- Provides individual and small group tutoring to migrant students in K-12 as prescribed by classroom teachers to enable migrant students to succeed in academic core curriculum.
- Provides parent training on the impact of parent involvement on student achievement, resources and/or parent orientation on the services offered by the Migrant Education Program (MEP).
- Provides workshops to increase awareness of readiness skills including the importance of, and strategies for, developing primary language skills
- Reviews periodically students' transcripts, grades, current academic status in enrolled courses and attendance; coordinates with students, teachers, and counselors to target assistance to deficient areas for mastery of the basic skills necessary to pass the competency and proficiency examinations.
- Sets up and implements activities for students such as, but not limited to, college campus visits, tours of business and industry environments, and career fairs as well as outreach to employers for purpose of job shadowing and internships.
- Supports and provides services within Family Engagement workshops per the guidelines of the State Service Delivering Plan (SSDP) of the Migrant Education Program (MEP).
- Supports the implementation of Federal, State, Regional and District Guidelines for the Migrant Education Program (MEP).
- Works with school counselors and their resources so students can conduct career assessments. Refers students to counselors, assessment and orientation sessions, and other support services.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Effective counseling techniques
- School and district procedures and policies related to students' learning, behavior, and welfare
- Laws pertaining to minors
- Vocational and college requirements
- District and school curriculum
- Standardize testing procedures and interpretation
- Master schedule development and maintenance
- Graduation requirements, career paths and preparation
- Career education programs, entry-to-journey-level occupations, assessment and self-discovery inventories, and higher education application process, scholarships, and matriculation

### **Skills and Abilities to:**

- Counsel students, parents, and staff
- Maintain records as required
- Remain calm while resolving conflicts with diverse participants under stress
- Provide fair, equitable treatment of all students, parents, and staff
- Contribute to the successful fulfillment of the District's Mission and Vision
- Work cooperatively with others
- Conduct responsibilities of the position based on information and instructions provided in English, Spanish, and other indigenous language as needed
- Utilize conflict resolution methodology
- Learn and appropriately apply district policies and procedures and other regulations related to the position.
- Maintain appropriate confidentiality about students, school, staff, and district activities
- Manage time and other resources to meet the needs of all assigned students
- Learn and apply current technology to assigned duties
- Read, write, and speak Spanish/English bilingually

## **RESPONSIBILITY:**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above)*

### **EDUCATION REQUIRED:**

Bachelor's degree with a major in child development, teaching, psychology, counseling, social services, behavioral science, or any other related field from an accredited college or university.

OR

An equivalent combination of education, work experience, and certifications that demonstrate possession of the requisite knowledge, skills, and abilities listed above to successfully perform the functions and duties of the position may be substituted.

**EXPERIENCE REQUIRED:**

One year of work experience working with students in any of the following capacities: teaching, counseling, tutoring, and/or educational-related professional internship.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to travel within the District to provide program services and meet with families as needed.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score including a test for sufficient proficiency in the primary language (Spanish) spoken by the population served
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time for program activities
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling, or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen