

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

IDENTIFICATION AND RECRUITMENT MANAGER

REPORTS TO: Assistant Superintendent, or designated manager from the Migrant Education Program
SUPERVISES: Assigned personnel in Migrant Education Program.

DEFINITION:

Under the general direction of the Program Director of Migrant Education, the Identification and Recruitment Manager will organize and direct operations and activities involved in the identification and recruitment of students for Migrant Education programs and services; coordinate communications, compliance functions, personnel and information to meet Migrant Education recruitment needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

QUALIFICATIONS:

Required:

1. Bachelor's degree from an accredited college or university. One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelor's degree, up to a maximum of four years.
2. Three (3) years of experience in education (such as in Title 1 or Title 3), social services or related field.
3. Ability to attend and participate in all mandated California Department of Education (CDE) State Education Agency (SEA) reviewer trainings, conferences, workshops, webinars, video conferences and meetings in order to obtain the most accurate and current information on migrant eligibility related to this position. Must complete mandated CDE SEA training within probationary period to act serve as the regional identification and recruitment coordinator to the CDE.
4. A valid California driver's license.
5. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Relevant management experience.
2. Bilingual/Biliterate capabilities in Spanish/English.
3. Experience with identification and recruitment of families into the Migrant Education Program.

KNOWLEDGE AND ABILITY:

Knowledge of:

1. English/Spanish grammar, spelling, verbal communication.
2. State and federal Migrant Education Program Guidelines and Regulations
3. Principles and practices of administration, supervision and training.
4. California Migrant Education Migrant Education Identification and Recruitment Manual.
5. California Department of Education Migrant Student Information Network (MSIN)
6. California Department of Education Migrant Education Regional Application Process.
7. National Identification and Recruitment Training Curriculum.
8. Community Resources and the cultural needs and challenges associated with Migrant students and families, as well as social-cultural elements.
9. Principles and practices of program planning, data collection and analysis, recordkeeping and reporting.
10. Policies and objectives of assigned programs and activities.

11. Budget preparation and control.
12. Oral and written communication skills.
13. Interpersonal skills using tact, patience and courtesy.
14. Operation of a computer and assigned software.

Ability to:

1. Plan, organize and direct identification and recruitment to assure students and families located within the region are registered for services.
2. Provide technical assistance to recruiters in the regional office, as well as those within the districts in the region.
3. Develop procedures to comply with program policies and mandated state and federal compliance.
4. Plan, coordinate, implement and oversee programs and activities to facilitate communication and provide support to districts, agricultural employers, migrant children and their families.
5. Train and evaluate the performance of assigned staff.
6. Provide professional development for all recruiters, in the region, at the time of hire, as well as ongoing training for all recruiters throughout the year.
7. Supervise and evaluate the performance of assigned personnel.
8. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and timelines.
13. Work independently with little direction.
14. Plan and organize work.

ESSENTIAL FUNCTIONS:

ESSENTIAL DUTIES:

1. Plan, organize and manage identification and recruitment functions to assure students and families located within the region are registered for services.
2. Train, certify, and provide technical assistance to recruiters in the regional office, as well as those within the districts in the region on procedures for student identification, recruitment and data reporting.
3. Develop and implement effective quality control systems that will assist region-wide Migrant Education Program staff to ensure effective targeting, validity, quality, and reliability of funding data/eligibility documentations. This will include ongoing Certificate of Eligibility certifying and monitoring as well as evaluations and technical support for all staff involved in identification and recruitment of migrant children/young adults within the region.
4. Plan, coordinate, implement and oversee services to facilitate communication and provide support to districts, agricultural employers, migrant children and their families.
5. Monitor, review and audit records, schedules and timelines to ensure accuracy and meet compliance regulations in accordance with state and federal guidelines as directed by the California Department of Education. Collect enrollment and retrieve/develop student information records/reports in data systems, activity reports, field reports, logs and statistical information for the purpose of accessing student information and reviewing student information system reports for quality control and submission to appropriate authorities.
6. Conduct re-interviews of parents for the purpose of compliance with federal and state regulations.
7. Act as the regional Identification and Recruitment Coordinator to the California Department of Education.

8. Assist in technical and administrative matters including making and implementing policy recommendations relating to identification and recruitment and developing identification and recruitment calendar in collaboration with school districts, agricultural employers, businesses and community agencies.
9. Provide coordination with and establish collaborative contacts with proper agencies such as community based organizations, school districts, labor contractors and growers for the purpose of providing referrals of potential migrant students.
10. Serve as a resource to schools and staff by visiting schools to answer questions, resolve problems, provide information and statistics regarding identification and recruitment, and establish methods and procedures for identifying migrant children. Monitor progress related to the overall identification and recruitment process and implementation of staff training
11. May prepare and disseminate written communication in English and Spanish. May use bilingual English/Spanish public speaking skills in support of public relations and community awareness of the Migrant Education Program.
12. Develop and recommend policies and procedures to ensure compliance with federal, state and local regulations. Review and update related forms to ensure compliance with federal, state and local policies and regulations.
13. Collaborate with other program content experts and community agencies to secure resources and services for staff and parents. Ensure that services and/or referrals are provided to identify migrant parents and students.
14. Attend and conduct meetings. Participate in the development of collaborative projects with other community agencies.
15. Participate in the program planning and in the development of the Migrant Education Program Regional Application. Assist in the preparation of the budget and allocation of funds for recruitment, eligibility and family services.
16. Design and implement procedures for gathering and monitoring program data and partner sites. Utilize program data to track and modify program training activities
17. Train assigned staff and evaluate their performance. Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Manage and monitor staff absences.
18. Operate a computer and assigned software programs and office equipment
19. Perform related duties as assigned.

ENVIRONMENT:

Outdoors in the community, fields, labor camps under varying conditions.

Office environment, regional office and school districts.

Will be required to work a flexible schedule, evening and weekend hours.

Duties require incumbents to drive a vehicle to attend meetings with parents/students, staff and make home visits.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Physical agility to lift approximately 15 lbs to shoulder height.

Lifting, carrying, pushing or pulling light objects.

Operate a vehicle in the course of carrying out assigned duties.

Walk short distances on a regular basis and on uneven surfaces whenever necessary.

Grade Allocation: Classified Management Grade 32
Adopted: 3/29/18
Revised: 9/23/20