

Dumas ISD
Title 1 Part C Migrant Recruiter
Job Description

Job Title: Migrant Recruiter

Wage/Hour Status: Nonexempt

Reports to: PEIMS Coordinator

Pay Grade: E

Dept. /School: Central Administrative Office

Date Revised: 2/9/2015

Primary Purpose:

Identify and recruit migrant students to the district. Act as a liaison between the school and the migrant community. Provide registration and withdrawal services to migrant students. Maintain files, records, and state-mandated reports related to migrant students.

Qualifications:

Education/Certification:

High school diploma or GED

Valid Texas driver's license

Special Knowledge/Skills:

Ability to communicate effectively with parents of migrant students

Ability to follow written and verbal instructions

Knowledge of various local social service agencies

Ability to work with diverse community populations

Ability to travel throughout the district

Experience:

None

Major Responsibilities and Duties:

Student Recruitment

1. Actively identify and recruit eligible migrant children residing in the school district, including activities such as surveying the area, periodic survey of students, and establishing communications networks.
2. Make home visits to migrant families to communicate available school services and programs and area social services.
3. Interview families to determine eligibility for migrant services.

Policy, Reports, and Law

4. Enroll and withdraw migrant students from the school district.
5. Compile pertinent data to prepare required federal, state, and local reports.
6. Maintain physical and computerized files and databases, including federal database of migrant students and other student records.

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7. Answer telephone and perform routing office duties.

Other

8. Comply with policies and regulations established by federal and state law, State Board of Education rule, and board policy.

9. Comply with all district and campus routines and regulations.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel; occasional prolonged or irregular hours; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____