



We are pleased to announce that we are seeking qualified applicants for the position of
MIGRANT EDUCATION RECRUITER

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 **Migrant Education Recruiter**
30 hrs/week, M-F, 220 days per year (pro-rated for remainder of 2018-19)

LOCATION: **High Desert Regional Education Center, Redmond**

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, no less than \$15.52/hr
Benefits include family insurance package, sick leave and paid holidays.

QUALIFICATIONS: **Definition**

The Migrant Education Recruiter establishes contact with migratory families to provide information and to identify and recruit children who qualify for the Migrant Education program. The Central Oregon Migrant Education Program is a federally funded program administered by the High Desert ESD. The program provides supplemental educational and support services for migratory children. The basic purpose of the Migrant Education Program is to assist local school districts with improving and coordinating the educational continuity for the children of the nation's migratory workers who have had their schooling interrupted.

Qualifications

High School Diploma or equivalent. Must have an understanding of group/teamwork and collaborative skills. Ability to work with limited direct supervision and possess the skills to be self-motivated and focused on daily tasks. The recruiter must be bilingual/biliterate in Spanish and English and have a comprehensive understanding of the unique educational and cultural needs of migrant students. Ability to interview potential migrant clients and complete legal certification forms with accuracy and efficiency and maintain confidentiality of all information. Requires ability to perform significant reaching, bending, stooping, crouching and lifting. Must have access to reliable transportation for required travel, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Karina Smith, 541.693.5663 or karina.smith@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 4/22/19

DIRECTOR OF HUMAN RESOURCES
Posting #C18-19/128

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Classification Classified

Reports To Migrant Education Coordinator

Performance Responsibilities

1. Assists with screening, identification, and registration of target migrant children and out-of-school migrant youth. Identification and recruitment process may require evening and/or weekend work responsibilities
2. Assist schools and maintain contact with migrant families
3. Recruits target students, and out-of-school youth, typically in the recruiter's school of assignment
4. Attend regional and state in-service evening
5. Work with the Migrant Program Coordinator and Family Engagement Specialist to serve as a link between families and the broader community by referring families to local resources
6. Accurately and completely document on a Certificate of Eligibility (COE) information that establishes eligibility
7. Collect data that is required to enroll eligible children in the database that enables students' health and educational records to be transferred among school districts and participating states
8. Gather and submit information required for program reports, establish and maintain an orderly system of records and ensure the security of all confidential information
9. Report potentially detrimental information to appropriate personnel or authorities in regards to student health, safety, and welfare
10. Make home visits and provide transportation of students and/or parents as necessary or possible, for medical, or school related services
11. Maintain and keep on file a daily log of all activities and time involved with each activity related to the home visitations and recruitment process
12. Coordinates with local growers, crew leaders, and social services agencies to establish possibilities for recruiting migrant youth
13. Comply with HDESD Performance Standards
14. Communicate regularly and appropriately
15. Fulfill other related duties as assigned

Terms of Employment

Salary, benefits and vacation are established by policy and the collective bargaining agreement.