

MEP Recruiter



Reports to: Director of Special Programs
Salary Schedule: Schedule B
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 5
Revised/Reviewed Date: January 2019

SUMMARY:

Actively identify and recruit eligible migrant students in all areas of the school district, and to make home visits acting as a liaison between the home and school providing an avenue of communication and support in those areas, which affect a migrant student's progress in school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Complete, distribute and maintain a Certificate of Eligibility according to state/federal guidelines for each eligible migrant family immediately upon their arrival in the school district (regardless of whether students are in school or not).
- Promote activities between students, parents, educators and communities and assist schools and parents to organize an active Parent Advisory Committee (PAC).
- Share with migrant parents and students all school services/programs available to them. This includes, but is not limited to the instructional program services, MSRTS, physical exams and alternative educational programs.
- Prepare a list, when applicable, of migrant dropout students to be placed on file at Local Education Agency (LEA).
- Refer migrant families/children to appropriate health, social or legal services in order to meet the needs of a migrant student's successful participation in school.
- Share information on eligibility of migrant families with preschool/school programs, where appropriate.
- Network with other agencies providing services to migrant students to ensure a coordinated service delivery system.
- Other related duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have moderate knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

EDUCATION AND EXPERIENCE:

- Ability to read, write and speak fluently in English and other language, where applicable.
- Ability to work and relate effectively to a diverse population.
- High school graduate or equivalent.
- Ability to work with people and be patient and willingness to help parents with questions, provide resources, etc.
- Must be able to travel and possess a valid Washington State Driver's License and automobile insurance.
- Filing and Word processing experience preferred.
- Ability to complete accurate and timely reports.
- Attendance and punctuality are important in this position.
- A Washington State Patrol Criminal History Information Form, required by RCW 43.43.830.