



Job Title: Coordinator – Migrant Education

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 6

JOB SUMMARY

The purpose of this position is to provide assistance in the planning, development, implementation, and evaluation of migrant services to ensure a high quality education for all migrant students and the accurate reporting of these students to the Florida Department of Education.

ESSENTIAL JOB FUNCTIONS

- Provides coordination and delivery of migrant services in the School District.
- Reviews and corrects Certificates of Eligibility (COE) and student records in accordance with state guidelines.
- Manages and maintains a migrant student records database.
- Manages and maintains other database programs required by activities and functions as needed.
- Assists in the development and coordination of summer enrichment activities.
- Reviews data forms and distributes information on all non-attendees to appropriate sources.
- Assists in writing grant proposals and manages grants as needed.
- Serves as liaison to the Florida Department of Education as assigned.
- Demonstrates knowledge and understanding of migrant guidelines, programs, and service areas.
- Assists in the evaluation and selection of materials, equipment, or other products needed to provide services to schools, teachers, and/or parents.
- Maintains accurate documentation for monitoring purposes and provides reports and information in a timely manner.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Director informed about potential problems or unusual events.
- Assists in the coordination of project planning to involve staff, District, and school personnel, community representatives, and others when appropriate.
- Keeps well-informed about current trends and best practices in content, service, or project area.

- Maintains a close working relationship with District and community personnel to ensure information exchange, coordination, and support for the decision-making process, and the collection of feedback concerning services.
- Maintains close working relations with other agencies in order to assist families to obtain essential social services.
- Keeps abreast of federal and state laws, rules, and policies relevant to migrant education and Title I.
- Maintains expertise in assigned area to fulfill project goals and objectives.
- Sets high standards and expectations for self and others.
- Conducts needs assessment, provides awareness activities, and delivers or coordinates professional development training to assist the District with curriculum revision or program implementation.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Supports the professional growth of self and others.
- Assists in maintaining appropriate coordination among the various programs related to instructional services.
- Prepares and submits required reports and maintains appropriate records.
- Assists in developing and implementing the department migrant budget.
- Serves on District, state, or community councils or committees as appropriate or assigned.
- Supports the goals and priorities of Title I and the District.
- Represents the District in a positive and professional manner.
- Assists in establishing goals and objectives for programs or projects.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Uses appropriate styles to motivate, gain commitment, and encourages positive change or task accomplishment.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and takes appropriate action.
- Anticipates potential problems and assists in the development of processes or procedures to prevent or address them.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution and/or equivalent experience.
- Certification in K-12 area by the State of Florida.
- ESOL Endorsement preferred.
- Minimum of five (5) years of successful teaching experience.
- Qualifications may vary from above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of the federal regulations pertaining to the migrant education program.
- Requires the ability to supervise support personnel in assigned areas.
- Requires the ability to understand written and oral communications regarding expenditure of funds under applicable laws.

- Requires the ability to gather data and make informed decisions that are in the best interest of the program and students served.
- Requires the ability to analyze statistical data for trends.
- Requires the ability to interpret and use data in developing reports, plans, and proposals.
- Requires the ability to work independently and with groups.
- Requires the ability to set priorities and prepare complete and accurate reports.
- Requires the ability to express facts and ideas clearly and concisely, both orally and in writing.
- Requires the ability to organize time and materials.
- Requires the ability to prioritize tasks and responsibilities.
- Requires the ability to provide effective leadership to supervised staff.
- Requires the ability to display excellent English and mathematics skills.
- Requires the ability to use computer hardware and software to accomplish instructional and administrative functions.
- Requires the ability to interact effectively with professional staff, parents, and students.
- Requires the ability to display excellent interpersonal and organizational skills.
- Requires the ability to work cooperatively with diverse populations.
- Requires the ability to display knowledge and understanding of and sensitivity to migrant cultural norms and traditions.
- Requires the ability to use small office equipment and computers.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, hearing, mental acuity, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision:

**APPROVED
ESCAMBIA COUNTY SCHOOL BOARD**

JUNE 20, 2017

**MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY**