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Migrant Recruiter (511)
Bilingual and Migrant Education, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under the supervision of the Director of Bilingual and Migrant Education, identify and determine program eligibility for potential migrant households by traveling statewide to schools, area businesses, agricultural work sites and family homes. Collect and compile statewide information regarding migrant students. Act as a liaison between schools, migrant households, and the State Department of Education. Provide community information services to parents, schools, and impacted industries as to program eligibility, services, and activities. Extensive in-state travel is required, involving some evening and weekend assignments.

MINIMUM QUALIFICATIONS

- Must be bilingual in Spanish/English.
- Experience working with diverse populations, working in the agricultural industry and/or knowledge of the migrant lifestyle (*preferred*)
- Bachelor's degree [*official transcript(s) required*]
Note: One year experience in service provision to diverse populations may be substituted for each year of required education.

KNOWLEDGE/SKILLS/ABILITIES

- Applicants must be willing and able to perform necessary job-related travel.
- Must be familiar with computers and able to do basic data entry.
- Must be knowledgeable and sensitive to migrant circumstances, gaining rapport and working cooperatively with clients.
- Must be self-motivated and able to function with light supervision.
- Able to communicate effectively with the public.
- Must be comfortable meeting with parents at agricultural or meat-processing work sites and family homes.

EXAMPLES OF WORK PERFORMED

- Identify and determine migrant student eligibility for the Migrant Education Program (MEP).
- Ensure that all eligibility determinations are accurately documented with supporting data.
- Assist in the enrollment of migrant students in state and federal databases.
- Make home visits to parents in order to identify and recruit enrollees, validate eligibility, and communicate the purpose, goals, and benefits of the program.
- Make appropriate referrals of families to health, social or legal services in order to facilitate the migrant students' successful participation in school.
- Establish and maintain working relationships with schools and area businesses in the agricultural industry.
- Participate in and encourage parent involvement with parent action committees.
- Attend required training workshops, conferences, staff meetings, and other events.
- Perform other duties as assigned.

COMPENSATION

Annual Salary - \$43,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 2965

Revised: December 17, 2012

Posted: November 15, 2012

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