

**MORGAN HILL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE:

Migrant Education Program Administrator

GENERAL SUMMARY:

Under the immediate direction of the Director of Curriculum/Assessment, the Migrant Education Program Administrator shall be responsible for providing coordination and increasing the effectiveness of the various elements of the Migrant Education Program in the Morgan Hill Unified School District and Alum Rock School District. The Program Administrator is responsible for the development of needs assessments and individual learning plans for migrant students enrolled in the Migrant Education Program. The Program Administrator has knowledge of the migrant lifestyle and the Migrant Education Program and is bilingual/biliterate in Spanish.

DUTIES AND RESPONSIBILITIES:

- Guide the enrollment of migrant students in the district.
- Guide the reporting of supplemental services.
- Ensure a match between district enrollment records and regional office entries.
- Update program participation flags as needed to keep ensure consistent linkage.
- Guide the needs assessment process for students in the district.
- Query information as needed on the progress of migrant students in the district.
- Guide the measurement of readiness skills of preschool children.
- Provide support for existing Migrant Education Even Start (MEES) programs.
- Collect information on literacy levels of K-3 migrant students.
- Review the attendance records of migrant children. Ensure that proper interventions are in place to address problem areas.
- Review the report card grades and performance of intermediate grade and middle level migrant students.
- Measure the progress of migrant secondary students toward graduation.
- Lead in the PASS program implementation.
- Work with district programs to ensure equitable participation of the migrant students in the district.
- Work with mainstream staff to adjust student programs as needed.
- Provide staff development as needed to both migrant and mainstream staff.
- Lead the implementation of supplemental migrant services.
- Ensure proper linkages and referrals for migrant students.
- Collect data on the health needs of the migrant population.
- Establish working agreements in the district and community to service the health needs of migrant families.
- Lead the implementation of the parent participation component.
- Ensure effective communication between the district and the regional office.
- Prepare an annual report on the progress of migrant students in the district.
- All other duties as assigned.

EDUCATION:

- Holds a Master's Degree from an accredited university.
- Has extensive experience in migrant education and in staff development for teachers of English Language Learners.
- Has experience managing categorical budgets.
- Has experience in the supervision and evaluation of employees.
- Bilingual/Biliterate in Spanish.

LICENSES/CERTIFICATES:

Administrative Services Credential
California Teaching Credential
Approved: 1/27/03

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.