

DELANO UNION SCHOOL DISTRICT

Administrator of Migrant Services

Job Summary:

To serve as an administrator responsible for the coordination of the Migrant program; including instructional guidance, program evaluation and organization. Directly responsible for the planning, development, implementation, and monitoring of the District's service agreement.

Required Qualifications:

Credential:

Valid California Administrative Services Credential.

Education:

Masters Degree or higher education in curriculum and instruction or related field is preferred.

Experience:

- A. Demonstrated successful classroom teaching experience.
- B. Demonstrated successful leadership skills.
- C. Ability to perform and meet the needs of a diverse population.
- D. Experience in project and budget planning and coordination of funding services.
- E. Ability to work district administration to evaluate instructional programs.
- F. Demonstrated ability to work directly with parent groups and community agencies.

Essential Functions for this Position:

1. Develop, implement, revise, coordinate and monitor all Migrant District Service Agreement components.
2. Monitor program services: collaborate and coordinate delivery of area-based services, including identification and recruitment, data collection and support services.
3. Ensure collaboration and documentation of Migrant services with District and categorical programs.
4. Ensure that Regional, State and Federal guidelines are implemented and enforced.
5. Coordinate Migrant Parent Education Nights, Institutes, and workshops based on Migrant parent input, surveys, and needs.
6. Budget preparation, control, inventory, and grant funding.
7. Negotiate and monitor contracted services and activities
8. Collaborate and coordinate with community agencies to acquire services for migrant students.
9. Supervise evaluate Migrant staff.
10. Supervise/Monitor summer intervention programs and budget
11. Attend Board, administrative, and curriculum meetings as needed.

12. Provide professional development and training to migrant staff for ongoing programs.
13. Develop and effectively deliver presentations to the school board, staff community groups.
14. Demonstrate a professional attitude toward parents, students, and staff.
15. Participate in all training and staff development programs within the scope of assignment at the district level.
16. Organize and manage various tasks and activities.
17. Utilize effective communication and interpersonal skills.
18. Attend evening meetings and work flexible schedule.
19. Analyze data; prepare reports.
20. Report to the Assistant Superintendent of Educational Services.
21. Perform other duties as assigned.

Other Related Functions for this Position:

1. Fluency in the language of target population. (Spanish)
2. Knowledge of effective instructional programs and practices.
3. Conflict resolution and problem-solving strategies.
4. Knowledge of federal, state legislation, regulations, and reform initiatives related to Migrant Education and other categorical programs.
5. Federal and state reform initiatives and legislation.
6. Availability after regular “duty hours” when necessary, related to programs of supervision.

Employee: _____ **Date:** _____

Authorized Representative: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Approved: June 2, 2010