

DELANO UNION SCHOOL DISTRICT

Migrant Records Technician

Brief Description of Job

Performs a variety of clerical functions related to the Migrant Education Program.

Administrative Relationship

Works under the supervision of the Director of State and Federal Programs.

Major Duties and Responsibilities

Maintains all Migrant student data for the Migrant Student Data Base (District and Regional). Assists in coordinating medical, dental, and social services for Migrant pupils; prepares requisitions and purchase orders; maintains attendance data on Migrant students; collects and submits testing data on Migrant students for Service Agreement and individual Learning Plans; collects data and prepares reports for submission to Regional, State, and Federal Migrant Program Departments; tests pre-school Migrant students in the office and home. May perform other duties as assigned.

Qualifications

Must have the ability to do clerical work of above-average difficulty, perform duties according to standard office procedures, perform basic accounting and data processing skills, make decisions and work independently with a minimum of supervision, compose reports from raw data, work effectively with co-workers, parents and the public, and must type a minimum of 40 words per minute. The ability to communicate in Spanish is required. Must have a valid California Driver's License and be willing to use personal car in the course of performing job duties as a condition of continued employment in this classification.

Experience

Minimum of one year successful experience in clerical work of a related nature. Course work in office procedures/typing may be substituted for work experience.

Education

Graduation from high school and/or Junior College/Business School course work in secretarial training. Must meet high standards for English, spelling and grammar. Experience may be substituted for formal education. Must pass a District-administered test of basic education skills.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Maintain Migrant student data;
2. Assist in coordinating medical, dental and social services for Migrant pupils;
3. Collects and submits testing data for Service Agreement and Individual Learning Plans;
4. Testing of pre-school Migrant students in the office and home;
5. Transport students (in extreme cases);
6. Recruit parents and student for special programs;
7. Attends Parent Advisory Council meetings;
8. Attends Region V staff development.
9. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

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|---------------|-----------------|------------------|-----------------|
| 1. Seldom | = Less than 25% | 3. Often | = 51 – 75% |
| 2. Occasional | = 25 – 50% | 4. Very Frequent | = 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations
- 2 b. Ability to stand and circulate for extended periods of time
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation
- 2 f. Ability to bend and twist, kneel and stoop, run and crawl
- 2 g. Ability to lift at least 20 lbs.
- 2 h. Ability to carry at least 15 lbs.
- 4 i. Ability to operate office equipment
- 4 j. Ability to reach in all directions

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Other related duties as assigned.

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.