

DELANO UNION SCHOOL DISTRICT

Migrant Support Service Aide

Brief Description of Job

Performs tasks related to Migrant pupils and the Migrant Education Program on a district wide basis.

Administrative Relationship

Works under the direction of the Migrant Coordinator or his/her designee.

Major Duties and Responsibilities

Assists with the Migrant student data processing. Visits homes and informs parents of school programs, informs parents of pupil health problems, helps arrange conferences for parents with school personnel. 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 45 words per minute. Must possess good human relation skills, integrity, courtesy, good judgement, neat appearance, and dependability. Bilingual-biliterate skills required. Must have a valid California Drivers 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 related nature. Course work in office procedures/typing may be substituted for work experience. Prior experience working with the public and/or children highly desirable.

Education

Graduation from high school or equivalent 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. Recruits and identifies migrant students;
2. Assists with migrant student data processing;
3. Processes health referrals;
4. Visits homes and informs parents of school programs;
5. Assists in the preparation of Individual Learning Plans;
6. Transports students (in extreme cases);
7. Recruits parents and students for special programs;
8. Attends Parent Advisory Council meetings;
9. Attends Region V staff development;
10. Provides community outreach services.
11. 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 |

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|----------|----|---|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations |
| <u>2</u> | b. | Ability to stand and circulate for extended periods of time |
| <u>3</u> | c. | Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation |
| <u>2</u> | f. | Ability to bend and twist, kneel and stoop, run and crawl |
| <u>1</u> | g. | Ability to lift at least <u>20</u> lbs. |
| <u>1</u> | h. | Ability to carry at least <u>15</u> lbs. |
| <u>4</u> | i. | Ability to operate office equipment |
| <u>3</u> | 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 of 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.