

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED OCTOBER 2006  
SALARY SCHEDULE #85  
RANGE: 18.5  
INSTRUCTIONAL SERVICES SERIES  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 2,6,8**

### **MIGRANT EDUCATION PROGRAM SUPERVISOR**

#### **DEFINITION**

Under the direction of the Migrant Coordinator, the Migrant Education Supervisor will have oversight of the migrant mobile/cluster teams and out of school youth programs.

The Migrant Education Supervisor will serve as a liaison providing communication among Migrant Education Families, school districts and other agencies.

#### **EXAMPLES OF DUTIES**

Supervise and maintain records of mobile/cluster teams (regional office direct service areas);

evaluate permanent/part-time recruiters assigned to cluster sites as well as mobile team part-time personnel;

coordinate tutoring activities with migrant families and serve as a liaison between the district, agencies and families;

in coordination with the Migrant Coordinator, provide supplementary academic services to migrant students based on student's needs assessments;

in coordination with the Migrant Coordinator, plan and coordinate various events for Out of School Youth (OSY);

recruit students for education and motivational field trips;

meet with OSY Staff for the development and implementation of new internal policies, procedures and or programs;

provide the Migrant Coordinator with an update on active cases, closed cases, new contracts and PASS Credits earned;

provide accurate reports of job duties (i.e. Weekly contact log, monthly new cases, update of high school drop outs);

assist the Migrant Coordinator with maintenance of student electronic records;

work with regional staff to gather and analyze information to aid in the proper provision of services to migrant students;

assist Migrant Coordinator in the organization of the office and program supplies/materials (i.e. PASS, GED, etc);

maintain accurate and reliable records of contacts and services provided to students and parents through the contact log, and ensure that individual files contain all required documentation (ILP, needs assessment, transcript, health data, etc);

recruit students for Region V Summer and year round programs (i.e. Taft College Residential, Work-Study Program, etc);

keep supervised employees abreast of current policies and regulations pertaining to KCSOS and to Migrant Education;

attend required Migrant Education Region V Management Team meetings;

other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Procedures and regulation of Federal Act No Child Left Behind;

purpose, goals and objectives of public education;

Migrant Education and the needs of the program;

data systems and data analysis;

### Ability to:

Organize, plan, and lead others;

supervise and provide leadership to migrant mobile/cluster teams;

work cooperatively with school and district personnel, and migrant families;

speak, read, and write Spanish or other languages, and serve as an appropriate English-speaking model as required by assignment;

understand and carry out oral and written directions.

### Experience:

One year of experience in a supervisory position;

experience in working with the Migrant population or similar population;

experience with drop out prevention/student re-entry programs, and K-12 public education system.

### Education:

B.A. or B.S. (official transcripts required)

### Condition of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position is overtime exempt and has a probationary period of one year.

ST:rw

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