

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

04/21	<b>SUPPORT SERVICES AND RECRUITMENT SPECIALIST</b>	2.8.22
Effective Date	Job Title	Index

### **PURPOSE**

To improve student achievement through the identification and recruitment of select groups of students and providing support through a variety of programs. Students may include migrant students, American Indian/Alaska Native (AIAN) students, and others. Support programs may include Migrant Education Program, Indian Education Program, and other programs that provide the necessary support to assist families with academic needs, translation, advocacy, cultural and enrichment programs, and referrals to social services so that identified students may achieve the same high academic standards as all students in Salem-Keizer Public Schools.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

#### **Recruitment**

Identifying and recruiting eligible migrant families, AIAN students, and others both new to the school district and those who may not have been identified previously and notifying program and district staff of eligible students.

Serving as a liaison between schools, families, and various programs such as the Indian Education Program to facilitate parent involvement in their children's education.

Informing families of the details of the Migrant Education Program, Indian Education Program and other programs and services and providing information on community resources. Making community visits and presentations as needed.

Completing the Certificate of Eligibility (COE) forms as needed.

#### **Social Services**

Making medical, social service, and Tribal service referrals and scheduling appointments for designated students and families for the receipt of these services.

Interpreting and/or providing transportation to designated students and parents at agencies providing needed services and assisting students' parents in establishing eligibility for services.

Communicating social and health related concerns regarding designated students to parents when requested by appropriate District staff.

Providing resources within the schools and community.

Assisting migrant families with the process of students' accident and insurance claims

Conducting home visits to designated student families as needed.

Participating and interpreting in staff meetings and conferences regarding designated students' physical, medical, and environmental needs as required.

Assisting families to obtain emergency food, clothing, and shelter when needed.

### **Parental Involvement**

Actively promoting communication among designated parents, students, and school/program personnel.

Building a partnership between parents of designated students and the schools/programs.

Participating in regular staff meetings for the planning of referrals; facilitates effective communication and cooperative relations between designated parents and school.

Actively involving parents in the schools.

Organizing and/or facilitating parent meetings and trainings.

Maintaining parent contact by phone and/or mail.

Interpreting at parent-teacher conferences and/or school orientations, as needed.

Teaching designated families to provide for themselves.

Planning and arranging parent meetings in native language at school.

Assisting in the planning, organizing, and facilitating Parent Advisory Committee (PAC) meetings.

Encouraging parents of designated students to develop their skills and knowledge of the educational process.

### **Academic Services**

Using the database to track designated students' attendance, enrollment, and/or withdrawal.

Prioritizing designated student's needs by low grades, poor attendance, discipline problems, economic problems, and risk of dropout.

Meeting with teachers and counselors to discuss designated student's academic progresses or needs.

Referring students to the Cultural Resource Facilitators to discuss student's academic progresses or needs with the teachers and counselors.

Referring designated students to special programs, and/or summer school.

Maintaining parent contact to inform of student's progress.

Oversee wrap-around services for students with high risk factors such as: low attendance, enrollment and/or withdrawal, low grades, discipline problems, economic problems and risk of dropout.

Planning and supervising career and college orientation and visitation

Planning and supervising field trips, activities and leadership conferences

Organizing and assisting designated families with registration, transportation, supervision on fieldtrips, vocational/career conferences, etc.

Responding to designated parents' requests dealing with the educational, social and health needs of their children.

Communicating with designated families and students to develop their awareness, understanding, and appreciation for their role as advocate for themselves.

Seeking and arranging for funds from various agencies and organizations for health care for designated students.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Community relations

Available community resource agencies

Migrant Education Program and state and federal regulations for eligibility

Principles and practices of problem-solving

Cultural differences

#### **Ability to:**

Gain the confidence of and work with parents, students, and community agencies

Communicate effectively both in English and Spanish for migrant program roles. Must be able to speak, read and write Spanish and English fluently for spoken and written translation.

Maintain open communication with families

Work independently in the absence of direct supervision and understand limits of authority.

Analyze problems and implement developed plans and procedures

Maintain highest level of confidentiality in all matters relating to students and families

Understand and interpret complex state and federal eligibility regulations

Maintain a flexible work schedule that may necessitate evening work to meet the needs of families

Operate a computer with integrated mainframe access and related peripheral equipment and software

Establish and maintain effective working relationships with those contacted in the course of work

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

**Experience:**

Three years of progressively responsible cross-cultural community education experience, social services work or assessing community needs and resources. Experience working with migrant programs, Indian Education, or Tribal programs desirable.

**Training:**

Equivalent to completion of the twelfth grade, supplemented by college-level course work or special training related to education, social services, or social science. Federal Certificate of Eligibility training desirable.

**Licenses:**

Possession of, or ability to obtain, a valid Oregon driver's license.

**Work Environment:**

Climate controlled office settings and home visits. Exposure to minimal noise intensity levels.

Moderate level of contact with parents, students, staff and agencies/community.

**Physical Requirements:**

Frequent talking, hearing, standing, sitting and driving for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Light-Medium – Exert force to 35 pounds occasionally and/or up to 25 lbs. of force constantly to move objects.

Salem-Keizer School District is an equal opportunity employer.