

MIGRANT PROGRAM TECHNICIAN

DEFINITION

Identifies and recruits qualified District students into the federal Migrant Education Program which provides supplemental instructional and health services to children of migrant parents or guardians.

TYPICAL DUTIES

- Informs parents and students of the supplemental instructional and health services provided under the Migrant Education Program and liaises with outside community service agencies for student services.
- Determines student eligibility, reviews and verifies pertinent documents, and enrolls qualified students in requirements of the Migrant Education Program.
- Completes a questionnaire to determine appropriate referral services such as vision, dental, or health.
- Generates, maintains, and reviews reports related to the Migrant Education Program data management systems and makes recommendations on notable trends, as needed.
- Explains provisions of the various public assistance programs, applicable State and federal regulations, and responsibilities of persons applying for or participating in the programs.
- Updates and documents student data such as name of student's school, grade, and family's address.
- Visits schools to obtain copies of students' cumulative records, record migrant student health data, and clarify health data with school nurses.
- Contacts parents or guardians regarding students' health.
- Contacts parents or guardians to remind them of students' health appointments.
- Monitors the health status or treatment schedules of migrant students.
- May conduct Migrant Education Program in-service trainings and workshops for parents whose children are enrolled in the District.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Migrant Program Technician identifies District students whose educational opportunities may have been diminished because they accompanied parents or others to locations where agricultural, commercial fishing, butchery, or dairy work is performed, and recruits such students into the Migrant Education Program which provides supplemental instructional and health services to the students; or maintains migrant student health information, makes referrals to health clinics, and monitors students' health status and treatment schedules.

A Senior Migrant Program Technician assists the Director, Migrant Education Program in planning and giving work direction regarding the identification and recruitment of qualified District students into the Migrant Education Program, reviews the work of Migrant Program Technicians for accuracy and completeness, and may be designated to recheck the work reviewed by other Senior Migrant Program Technicians.

SUPERVISION

General supervision is received from the Director, Migrant Education Program. Work direction is

received from the Senior Migrant Education Program Technician. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

State and federal laws and regulations regarding the Migrant Education Program
Needs and problems of families in low-income and multicultural communities
Community organizations, programs, services, and resources in such areas as health, social services, law enforcement, housing, and food sources
Protection of Personally Identifiable Information (PII), Health Insurance Portability and Accountability Act (HIPPA), and Family Educational Rights and Privacy Act (FERPA)
Microsoft Windows operating systems and Office Suite programs
Data management systems such as Certificate of Eligibility Star (CES) and Migrant Student Information Network (MSIN)

Ability to:

Exercise discretion in the dissemination of information
Use tact, discretion, and courtesy in contacts with individuals from a variety of cultural and ethnic backgrounds
Review, verify, and interpret eligibility information
Learn and apply State and federal regulations and District policies
Communicate effectively orally and work cooperatively with parents or guardians, students, employees, and community and agency representatives
Work effectively without immediate supervision
Relate to and work with a variety of behaviors in students and parents
Gather information accurately
Use road maps
Maintain and track appointment calendar
Use computer databases to input and retrieve data and prepare spreadsheets
Operate a personal computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience assisting in social service programs which includes activities such as determining eligibility and enrollment.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Most, if not all, positions require the ability to speak, read, and/or write in another language. Willingness to work flexible hours as needed.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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