

ECHOLS COUNTY SCHOOLS
JOB DESCRIPTIONS

JOB TITLE: MIGRANT STUDENT SERVICE PROVIDER (SSP) revised Jan. 09, 2016

REPORTS TO: Principal, Assistant Principal & Title IC Coordinator*

General Summary of Duties:

- Assist eligible migrant students by providing supplemental instructional services in the classroom setting to meet the unique educational needs of migrant students and/or assist in the delivery of age appropriate lessons for 3-, 4- & 5-year old migrant students who are not enrolled in a Pre-K program due to age or availability
- Assist migrant families in identifying and meeting educational needs of their children.
- Conduct Identification and Recruitment activities in Echols County.
- *Report to Principal and/or Assistant Principal for scheduling & student services; Title IC Coordinator for program specific items & reports
- Be accountable to the Echols County Board of Education

Qualifications:

- Hold valid Georgia paraprofessional certification.
- Have good interpersonal skills.
- Express competent verbal and written communication
- Follow written and oral directions.
- Possess instructional experience.
- **PREFERRED:** Working knowledge of native language of migrant student population

Instructional Duties:

- Provide supplemental classroom tutorial and monitoring services as directed for eligible migrant students and/or 3-, 4- & 5-year old eligible migrant students who are not enrolled in a Pre-K program due to age or availability.

Identification and Recruitment Duties in conjunction with Title IC-Migrant & GaDOE Region 2 Migrant Education Agency:

- Establish and maintain community contacts that might identify newly arrived families & individuals for the migrant program in Echols County
- Follow established procedure for reporting new families to ECS and GaDOE Region 2 Migrant Education Agency (MEA) on a regular basis
- Maintain contact with local recruiter (Echols County), other SSPs, Title IC Coordinator and GaDOE Region 2 Migrant Education Agency

Documentation Duties:

- Document & submit immediately the names of newly arrived family to local recruiter and/or other SSPs
- Maintain a weekly schedule of all instructional and supplemental services provided to eligible migrant students & parents enrolled in the program
- Complete and submit reports as directed indicating services rendered to migrant students.
- Maintain documentation as directed by Title IC Coordinator & Echols County Schools
- Meet the established deadlines for completion of all paperwork and reports required by Echols County Schools, Title IC Coordinator, Regional Migrant Office, and/or the Department of Education's Migrant Office.

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- Maintain confidentially.

Additional Duties:

- Attend appropriate workshops and in-service meetings.
- Maintain a travel log and submit travel expense reimbursement forms in a timely manner.
- Involve migrant parents in community interest programs, local and state PACs, PTSA, and adult education.
- Perform local duties consistent with the Elementary and Secondary Education Act, as assigned by the LEA Superintendent.
- Perform other Migrant Education Program duties as directed by Echols County Schools.

Evaluation:

- Performance of this job will be evaluated annually in accordance with provisions of the Echols County Board of Education Policy, GaDOE & Title IC requirements. GaDOE Region 2 Migrant Education Agency will also conduct evaluations as needed. The Title IC Coordinator will monitor the overall implementation of the migrant program at Echols County Schools which will include this position.

Compensation:

- As determined by Echols County Board of Education.

"I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Date

Employee Signature