

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Paraprofessional (Migrant Recruiter)

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: Minimum of 180 days, hours per day determined by Migrant Grant

JOB GOAL: Under general supervision, identifies, recruits and enrolls all eligible migrant families in attendance area while assisting children of identified migrant workers to have access to equal education opportunities as other students in the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSSO.

1. Understand and follows all federal regulations pertaining to the Migrant Education Program.
2. Identifies and establishes contact with local employers of migrant labor.
3. Establishes and maintains community contacts for timely information on new migrant families.
4. Visits labor camps, employers of migrant labor and other locations where migrant families/workers might be found.
5. Establishes migrant family eligibility, interviews prospective enrollees and initiates enrollment activities and processes documentation.
6. Develops and maintains a rapport with the parents of migrant children that is sympathetic to their needs.
7. Facilitates home-school connections and encourages parent involvement at the school.
8. Works closely with school and system migrant staff to plan and coordinate migrant parent meetings.
9. Works closely with school and system migrant staff to have migrant students attend summer school.
10. Serves as a liaison between migrant parents and school personnel and acts as interpreter as necessary.
11. Connects migrant families with appropriate support services within the community.
12. Works closely with migrant parents and students to remove barriers involved with enrollment and student participation in school such as attendance, health, and family difficulties.
13. Promotes positive public relations and deals tactfully and diplomatically with administration, district staff, co-workers, and public.
14. Maintains a high level of ethical behavior and confidentiality of sensitive student and parent information.
15. Participates in appropriate training, workshops and staff development activities as assigned by supervisor or as relates to Migrant Education Program.
16. Assists teaching staff and/or migrant students in a variety of classroom and school related activities for migrant students.
17. May be required to work additional days for summer school or other functions/activities pursuant to Migrant Grant.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Paraprofessional requirements per NCLB.
2. Ability to travel throughout the District as needed.
3. Proficient written and oral communication skills in English and any language(s) to support the migrant program.
4. Knowledge of correct English usage and grammar.
5. Possess organizational skills, interpersonal skills, and computer competency.
6. Knowledge of the Migrant Program is preferred.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, and conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.

11. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent

Licenses and Certifications:

1. Paraprofessional Certification (Associates degree or 48 college credit or a passing score on the Praxis Paraprofessional Exam)
2. Current CPR/First Aid/AED certification
3. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force to 10-25 lbs. occasionally or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires mobility to work in a typical office setting and use standard office equipment, ability to drive as related to functions of position.

Vision: Frequent near acuity to read printed materials, VDT screens and/or other monitoring devices; frequent far acuity for driving as related to functions of position.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment). May be required to diffuse threatening situations/confrontations.

Working Conditions: Office or suitable workspace with computer and office equipment as necessary to carry out functions of position description. May be supplied with district vehicle.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: _____

Superintendent

3/22/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____