

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

ADULT MIGRANT & SEASONAL FARM WORKER RECRUITER

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Bilingual skills (Spanish and English).
- (3) Have own transportation.
- (4) Possess a valid Florida driver's license.
- (5) Maintain and show current vehicle insurance.
- (6) Work flexible hours during the work week.

KNOWLEDGE, SKILLS AND ABILITIES:

Responsible for recruiting and tracking student progress in obtaining their high school diploma, GED or enrolling in a post secondary institution. Assist Migrant Program Specialist with the Adult Migrant and seasonal and Youth Opportunity Grant requirements.

REPORTS TO:

Director of Federal Programs and Migrant Program Specialist

JOB GOAL

To provide an effective and comprehensive array of educational opportunities, employment skills, and life enhancement to at-

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Identify where farm workers live and work by using and analyzing Title I/Migrant Child enrollment records.
- * (2) Contact the local health clinic to ascertain the number of farm workers provided services.
- * (3) Contact the Mexican Consulate staff regarding services provided to Mexican nationals in the region.
- * (4) Make contact with each Head start, Healthy Start and Even Start operator to ascertain the number of farm workers provided services.
- * (5) Contact other appropriate public agencies and non-profit organizations.
- (6) Act upon all referrals and sources to establish a participant's eligibility for the program.
- * (7) Attend local and state agency meetings to keep abreast of procedures and trends.
- (8) Assist in completing JTPA (Job Training Partnership Act) documentation.
- (9) Prepare or assist with written announcements in Spanish of activities/events or any other written or oral communication to participants from Putnam County Schools.
- (10) Any other duties as assigned by the Director of the Adult Migrant and Seasonal Farm worker's Program or his designee.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

SALARY LOCATOR: Classified Personnel Salary Schedule