

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

**ADULT MIGRANT AND SEASONAL FARM WORKER
PROGRAM SPECIALIST 63101**

QUALIFICATIONS:

- (1) Possess a Bachelor's Degree or higher.
- (2) Fluent Bilingual skills-oral and written (English and Spanish).
- (3) Minimum 3 yrs, Experience with WIA 167 rules and guidance.
- (4) Valid Florida driver's license.
- (5) Ability to provide own transportation.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Responsible for recruiting and tracking student progress in obtaining their high school diploma, GED, or enrolling in a post secondary institution.
- (2) Assist the Title I/Migrant Program Specialist with the Adult Migrant and Seasonal Farm Worker's requirements.
- (3) Proficient skills with PC software (Excel, PowerPoint).

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-risk and out-of-school migrant and seasonal farm workers. Activities will lead to success in school economic stability of the family, and development of youth into productive members of society.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1)* Conduct outreach and recruitment of eligible participants corresponding with the Workforce Investment Act 167 requirements.
- (2)* Secure mentors for participants.
- (3)* Work with students in writing an Individual Education Plan to ensure all needs of each participant is met. Assist in securing tutors, review school schedules and courses, and prepare students for job interviews and job placement. Maintain a weekly attendance roster and monthly progress report for each participant.
- (4)* Establish a student advisory board and meet quarterly.
- (5)* Conduct monthly meeting with participants and parents.
- (6)* Compile reports required by the Department of Education and the Department of Labor, Employment and Training.
- (7)* Maintain and update student records through the district's database.
- (8)* Provide assistance in the design and writing of available and appropriate grant resources.
- (9) Contact agencies and businesses to provide for job shadowing and eventually job placement.
- (10) Provide translating service needs both oral and written (English and Spanish).

- (11) Attend meetings and conferences relative to the job and as required by the program.
- (12) Be able to work a flexible schedule, if necessary.
- (13) Any other duties pertaining to the program as deemed appropriate by the Federal Programs Director or Migrant Program Specialist.

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: Instructional Salary Schedule

Job Class 12
EEO Line 43