

## **CLOVIS MUNICIPAL SCHOOLS JOB DESCRIPTION**

**Position:** Title 1 Program Specialist/Migrant Coordinator

**Supervisor:** Director of Federal Programs

**General Job Description:** The Title 1 Program Specialist/Migrant Coordinator will assist the director of Federal Programs in implementing the Title 1 Program and in the design, implementation, and evaluation of the Title 1 Migrant Program that facilitates the academic, emotional, physical, and psychological growth of migratory children who are identified and selected for services in accordance with federal rules and regulations.

### **Essential Duties and Responsibilities (Title 1 Migrant):**

1. Communicate effectively with all district personnel and agencies who are involved in providing instructional or support services. Communicate effectively with migratory children and parents/guardians of migratory children.
2. Complete the annual Title 1 Migrant evaluation.
3. Research data for the Title 1 Migrant sustained growth study which is to be completed once every three years.
4. Design and improve the migrant education program through the preparation, and use of an annual academic program and parent needs assessment survey.
5. Relate objective data to program improvement.
6. Complete an annual evaluation of the migrant project.
7. Organize and conduct the annual Migrant PAC meeting.
8. Ensure that currently migratory children receive priority services over formerly migratory children.
9. Maintain open and effective communications with the state education agency.
10. Assist with documentation requirements.
11. Assist in the development and implementation of IEP's.
12. Assist in the provision of support services.
13. Assist in the supervision and training of the Home School Liaison Officer and the Home-School Educational Assistant.
14. Comply with all School Board policies and administrative regulations.

### **Essential Duties and Responsibilities (Title 1):**

1. Research new and promising educational programs for use in Title 1 schools.
2. Develop instruments to fulfill Title 1 regulations and federal guidelines.
3. Assist in implementing and conducting inservice training for Title 1.
4. Work with operational staff for effective use of Title 1 educational assistants assigned to operational programs.
5. Assist in providing Title 1 orientation to Title 1 schools.
6. Publish monthly newsletters.
7. Prepare academic program and parent needs assessment survey.
8. Assist in conducting the title 1 annual district parent meeting.
9. Such other tasks deemed appropriate by the Director of Federal Programs.

### **Qualifications:**

1. A bachelor's degree, a master's preferred.
2. A valid New Mexico license as required by the State of New Mexico.

3. Three years of experience in public school administration and supervision and/or teaching.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Bilingual preferred.

**Physical Requirements:**

Standing, sitting, walking, lifting and carrying (up to 50 pounds), climbing, bending, reaching, kneeling, driving a vehicle, traveling long distances, packing, adequate mobility, writing, typing, reading, researching information, and effective communication skills.

**Safety and Health:**

1. T.B. Test
2. Knowledge of universal hygiene precautions.

**Equipment/Material Handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology. material to include: Title 1 Migrant guides, records, and federal regulations. All information related to annual standardized testing and evaluation, groceries, clothing, and furniture.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Make site or home visits when needed and appropriate. Must be able to work under stressful conditions.

**Terms of Employment:**

Salary and work year to be established by the Board.