

## PANHANDLE AREA EDUCATIONAL CONSORTIUM

### JOB DESCRIPTION

#### RESOURCE SPECIALIST I -IS-MIGRANT

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in the field of education or related field and experience working with an educational service agency AND
- (2) Three (3) years of documented experience working with an Educational Institution specifically with federal and/or state budgets, and student data systems such as FOCUS, Skyward, MSIX and Excel Spreadsheets.

OR

- (3) Associates of Arts Degree AND
- (4) 5 years progressive experience working with an educational service agency, federal and/or state budgets, Excel Spreadsheets and experience working with student data systems such as FOCUS, Skyward, and MSIX.
- (5) Must be fluent bi-lingual – English/Spanish.
- (6) Valid Florida Driver's License

#### TRAVEL EXPECTATIONS (by land or air):

Heavy – More than 1,500 miles per year.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development. Knowledge of technology systems to include instructional and / or administrative applications. Ability to balance several job functions at one time and work under a heavy work load. Knowledge of statutory and regulatory requirements in area of responsibility specifically working with Federal budgets, and familiarity with the Red Book. Ability to make decisions based on relevant information. Ability to work cooperatively with other departments and agencies. Ability to communicate effectively both orally and in writing.

#### REPORTS TO:

Federal Programs Coordinator or Administrator of Instructional Services

#### JOB GOAL

To provide educational and social services to the migrant youth and families in the assigned PAEC programs and areas and to ensure accurate student data is recorded and tracked on assigned student data bases.

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### SUPERVISES:

Assigned Support Personnel

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

- \*(1) Creates, maintains, and updates migrant student records for eligible youth in the assigned districts.
- \*(2) Identifies and recruits eligible minority youth in the assigned districts by visiting schools and local businesses in the districts.
- \*(3) Visits local businesses such as plant nurseries and seafood processing plants to identify emancipated migrant youth and parents of children too young for school who may qualify for available programs.
- \*(4) Assists with identification and recruitment of migrant youth in non-assigned districts as needed.

#### Inter / Intra-agency Communication and Delivery

- \*(5) Maintains contact with school personnel to identify eligible students.
- \*(6) Maintains contact with migrant program personnel in assigned districts to ensure eligible migrant students are identified.
- \*(7) Serves a resource for students and parents who have difficulty communicating with schools and agencies.
- \*(8) Uses effective communication strategies to interact with a variety of audiences.
- \*(9) Responds to inquiries and concerns in a timely manner.

#### Professional Growth and Improvement

- \*(10) Works with Lead Recruiter to train newly hired recruiters on the procedures mandated by the department of Education for completing the migrant Certificate of Eligibility form.
- \*(11) Provides Inservice to teachers and staff in assigned districts regarding the migrant program and students.
- \*(12) Sets high standards and expectation for self and others.
- \*(13) Remains current with all appropriate rules, laws, and regulations as it pertains to Federal and State Programs as it relates to duties.
- \*(14) Promotes and supports the professional growth of self and others.
- \*(15) Maintains a network of peer contacts through professional organizations.

#### Systemic Functions

#### Leadership and Strategic Orientation

- \*(16) Collaborates with district contacts and local agency representatives to meet the needs of migrant youth in those districts.
- \*(17) Assists in implementing the PAEC strategic plan.
- \*(18) Represents the PAEC-Migrant Program on local and state councils as requested
- \*(19) Anticipates potential problems and designs processes and procedures to address them.

**RESOURCE SPECIALIST I – IS – MIGRANT**

- \*(20) Demonstrates initiative in the performance of assigned responsibilities.
- \*(21) Assists other staff members with budget input, grant writing and bid preparation as needed.

**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 for this position are compensated in accordance with performance Pay Grade 9 of the approved PAEC Compensation Plan.

Length of work year and hours of employment shall be established by the PAEC Board of Directors through the district of record, the Washington County School Board.

**EVALUATION:**

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

**Job Description Supplement No. 10 (Medium Work)**

\*Essential Performance Responsibilities

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_