

Educational Service Unit #1 Job Description Migrant Education Service Provider

It is the policy of Educational Service Unit #1 to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Administrator.

- A. Job Title:** Migrant Education Service Provider
- B. Department:** Administration
- C. FLSA Status:** The employee will work in concert with the local school district and state ID&R recruiters to accomplish the ID&R goals of the State of Nebraska. This position will serve to provide leads of all potentially eligible migrant students residing in the assigned school district(s) to state ID&R recruiters. As the state has transitioned to a statewide identification and recruitment system, the district Service Provider/paraprofessional will be instrumental in maintaining positive communication between eligible MEP families, state recruiters, school personnel and community agencies. This position will be responsible for providing and/or facilitating district services to qualifying migrant children and/or their families as are necessary to enable migrant children to receive a sound education.
- D. Education Level and Certification:** High School diploma or equivalent. Experience working with children and families.
- E. Reports To:** ESU Administrator, Migrant Ed Service Coordinator
- F. May Receive Guidance From:** ESU Administrator, Migrant Ed Service Coordinator, School District Personnel, Department of Education
- G. Essential Job Functions:**
 - 1. General secretarial skills
 - 2. Basic operational skills for Macintosh or PC computer
 - 3. Poised
 - 4. Supervise a variety of tasks at the same time
 - 5. No history of child abuse or negligence
 - 6. Good oral and written skills
 - 7. Ability to work a flexible schedule
 - 8. Driver's license and reliable vehicle.
- H. Working Conditions:** Inside heated and air conditioned office.
- I. Job Tasks:**
 - 1. To identify, assess and evaluate information received from a variety of sources in determining prospective migrant children and their families for program services.

2. To disseminate MEP information to potential qualifying families and children and to discuss the MEP program knowledgably.
3. To give state recruiters referrals of potential qualifying MEP children residing in the local district(s).
4. To inform students and parents/guardians of available services and act as a Service Provider with state recruiters, community agencies and social service agencies to facilitate assistance.
5. To provide and/or facilitate district services to all qualifying migrant children and/or their families as are necessary to enable migrant children to receive a sound education.
6. To participate in MEP training sessions sponsored by the State Department of Education and to remain current on all MEP guidelines and standards.
7. To fully understand all federal guidelines as they pertain to the eligibility of children and provision of services for the Migrant Education Program.
8. To fully demonstrate understanding of all forms pertaining to the job and how each form is to be correctly completed.
9. To work with local district personnel towards achieving the goals of the state in providing applicable services to eligible MEP children.
10. To contact public and private community agencies associated with serving migrant populations as needed.
11. To perform district duties as assigned.

J. Knowledge:

1. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. English Language — Knowledge of the structure and content of the English language

including the meaning and spelling of words, rules of composition, and grammar.

4. Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
5. Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
6. Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
7. Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
8. Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

K. Skills

1. Coordination — Adjusting actions in relation to others' actions.
2. Speaking — Talking to others to convey information effectively.
3. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
4. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
5. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
6. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
8. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
9. Management of Personnel Resources — Motivating, developing, and directing people as

they work, identifying the best people for the job.

10. Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

L. Abilities

1. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
2. Written Expression — The ability to communicate information and ideas in writing so others will understand.
3. Written Comprehension — The ability to read and understand information and ideas presented in writing.
4. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Speech Clarity — The ability to speak clearly so others can understand you.
6. Near Vision — The ability to see details at close range (within a few feet of the observer).
7. Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
8. Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
9. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
10. Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

M. Work Activities:

1. Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
2. Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
3. Getting Information — Observing, receiving, and otherwise obtaining information from all

relevant sources.

4. Provide Consultation and Advice to Others — Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
5. Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.
6. Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
7. Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.
8. Staffing Organizational Units — Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.
9. Developing Objectives and Strategies — Establishing long-range objectives and specifying the strategies and actions to achieve them.
10. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

N. Required Employee Characteristics:

1. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
3. Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity — Job requires being honest and ethical.
5. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
8. Adaptability/Flexibility — Job requires being open to change (positive or negative) and to

considerable variety in the workplace.

9. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

10. Initiative — Job requires a willingness to take on responsibilities and challenges.

O. At Will Employment: Employment with ESU #1 is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with ESU #1 is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in this employment agreement. The terms of this employment agreement may not be modified except in a writing signed by the Administrator.

P. Essential Functions: The essential functions of the Coordinator position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Physical Requirements Migrant Education Service Provider		Not required	Occasional — up to 33% of time	Essential — up to 33% of time	Frequent — 34 to 66% of time	Continuous — over 66% of time
E = Essential NE = Non-Essential						
Stamina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing				X	
4.	Sprinting/Running	X				
Flexibility						
5.	Bending or twisting at the neck more than the average person		X			
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward		X			
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength	X				
13.	Driving on the job			X		
14.	Typing non-stop		X			
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)		X			
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				

	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
	Pushing/Pulling					
23.	25 to 50 pounds	X				
24.	51 to 75 pounds	X				
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
	Carrying					
27.	10 to 25 pounds		X			
28.	26 to 50 pounds	X				
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				