

## **Educational Service Unit #1 Job Description Migrant Education Program Coordinator**

*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 (Title I-C) Program Coordinator
- B. Department:** Migrant (Title I-C) Education
- C. FLSA Status:** Exempt
- D. Education Level and Certification:** Bachelor's degree or higher required. Valuable experience would include previous work in: education, non-profit, grant experience, work with non-English speaking and/or low income populations. Bilingual (English/Spanish) preferred but not required.
- E. Reports To:** ESU 1 Administrator
- F. Essential Job Functions:** The employee has the primary duty of supporting program staff to better serve the unique needs of PK-12 migrant (Title I-C) students and migrant youth. By recognizing the demand of their migrant lifestyle, the employee works with the youth to set and achieve educational, work and personal goals. Demonstrate the ability to perform assigned tasks with minimal supervision.
- G. Essential Job Tasks:**
  - Coordinate programs, services, data and recruiting with the State Title I-C Migrant Education Program.
  - Serve as a leader and positive contributing member of the ESU 1 Title I-C Migrant Education team and the greater ESU 1 community.
  - Hire (with administrative approval), train, and supervise program Educational liaison, service providers, recruiter and Title I-C office staff.
  - Remain current on all Title I-C Migrant federal and state requirements, guidance, and standards.
  - Understand and comply with ESU 1 mission, board policies and regulations.
  - Maintain consistent contact with families and parents to communicate student needs and progress.
  - Complete a student success plan for each targeted student, update plans regularly.
  - Create a regular implementation plan for providing instructional services, including location, students served, content objectives and lesson outlines.
  - Administer and maintain records of assessments used to identify student needs and measure continual progress.
  - Maintain accurate data and demographic information for each student and services

provided in a timely and efficient manner.

- Evaluate needs for professional development of staff and coordinate relevant training, including state level training, meetings, or conferences.
- Attend all required professional development training and meetings to ensure effective teaching practices. Provide and coordinate necessary support services, including but not limited to health services, material resources, transportation, referrals and interpretation.
- Ensuring team members have the supplies and resources to complete assigned tasks on time and within the allotted budget.
- Administer and maintain all records and schedules as required.
- Perform other tasks as assigned by NDE or ESU 1.
- Manage marketing and outreach to the community, and develop relationships with community partners to benefit program goals.
- Serve as the liaison between the school and migrant community through regular visits with school personnel and migrant families.

**H. 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.

**I. Essential Physical Requirements:** The essential functions of the Coordinator position include (1) regular, dependable attendance on the job; (2) the ability to perform the essential tasks; and, (3) the ability to perform the following identified physical requirements:

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67 +%
Standing			X	
Walking			X	
Sitting			X	
Bending/Stooping			X	
Reaching/Pushing/ Pulling			X	
Repetitive Hand Movements				X
Climbing Stairs		X		
Driving			X	

Lifting up to 50 Pounds		X		
Carrying 20 Feet		X		