

Board of Trustees

Executive Summary of Board Agenda Item

Meeting Date: 08/19/2025

Subject/Title for Agenda Posting:

Justification Statement:

Purpose of Agenda Item:

☐ Information ☒ Discussion

☒ Action

Item Type:

☐ Curriculum & Instruction

x HumanResources

Business Services

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer

Martha Carrasco
Signature of Requester(s)
Martha Carrasco, Chief Human Resources Officer

Signature of Presenter(s)

Business Services Approval (Initials)

Date

Agenda Summary:

Dr. Jesica Arellano has requested the reinstatement of the Migrant Assistant position. This position was previously closed during the 2023-2024 school year as part of the Reduction in Force 1.0 for cost-savings purposes.

Due to the termination of services previously provided by Region 19, Dr. Arellano is requesting that the position be reopened to support the needs of the Migrant Program. Rick Porras from the Finance Department has confirmed that funding is available to reinstate the position.

The Migrant Assistant is a non-exempt position. It is placed in the Instructional Support 3 pay grade (181-days) Range of pay is from \$16.25 to \$19.46 per hour.

RECOMMENDATION: PRIOR BOARD ACTION:

AMOUNT(S):

AWARDED:

AWARDED AMOUNT:

ACCOUNT

NO(S): 212.11.6129.00.919.24 (Title I Part C - Migrant)

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid):

REQUESTING DEPARTMENT: Curriculum & Instruction

CONSEQUENCES OF NON-APPROVAL: Failure to comply with Migrant Program needs

IMPLEMENTATION TIMELINE: August 2025

ATTACHMENT(S): Job Description

CANUTILLO INDEPENDENT SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: MIGRANT ASSISTANT
REPORTS TO: PRINCIPAL/BILINGUAL COORDINATOR
DIVISION/SCHOOL: ASSIGNED CAMPUS
DATE REVISED: AUGUST 4, 2025

WAGE/HOUR STATUS: NON EXEMPT
PAY GRADE: IS 3

PRIMARY PURPOSE:

Assist in the implementation of the migrant education program for all pre-kindergarten age and school age migrant students and their families, to support high quality and comprehensive educational programs. The duties and responsibilities will help reduce the educational disruptions and other problems that result from repeated moves. Ensure that migratory children are provided with appropriate educational services (including support services) that address their special needs in a coordinated and efficient manner.

QUALIFICATIONS:

Education/Certification:

- High School diploma or GED equivalency and 48 hours of study at an accredited institution of higher education
- Valid Texas Educational Aide certificate, upon hire

Special Knowledge/Skills:

- Ability to work with children and community members
- Ability to follow verbal and written communications
- Ability to communicate effectively
- Proficient in both English and Spanish

Experience:

Two years experience working with children

MAJOR RESPONSIBILITIES AND DUTIES:

Identification/Eligibility/Record Keeping

- Coordinate with campus registrars to ensure early detection of all students entering the district to identify possible migrant families.
- Assist with the identification, recruitment and intake of migrant students.
- Assist in the maintenance of migrant student records including NGS and local databases.
- Conduct frequent reviews of NGS Priority for Services Report to assist in targeting services to identified students.
- Assist with the migrant residency verification process.

Educational Services and Tracking

- Coordinate with campus registrars to inform the migrant office about students moving/withdrawing from the district in a timely manner.
- Conduct ongoing reviews of cumulative folders to ensure they are up to date.

- Uphold and enforce school rules, administrative regulations, and state and local board policy.
- Assist with the tracking of the academic progress of migrant students to ensure that students in need receive prompt intervention.
- Participate in the LPAC to ensure that EL Migrant students are fully supported.
- Participate in RTI Student Study Teams concerning migrant students.
- Conduct home visits on a regular basis to inform parents about the educational progress of their children
- Assist with the instructional needs of three- and four-year-old children.
- Conduct home visits as necessary to serve the instructional needs of students including three- and four-year-olds.
- Assist in carrying out the student instructional program by working on assigned tasks with individual students and/ or small groups of students in Spanish and English.
- Accompany students on field trips.

Other Responsibilities

- Assist with the organization of PAC meetings and migrant parent conferences and training activities.
- Participate in staff development, training programs, faculty meetings, and special events, as needed.
- Assist with the distribution of information to students, parents and campus personnel.
- Assist with the distribution of instructional materials/goods to students and parents.
- Perform other duties and functions as assigned, following federal/state guidelines
- Perform other job-related duties as assigned by the supervisor to support the effective operation of the department and the district.

Attendance:

Regular attendance at the designated worksite is an essential job function and a condition of continued employment to ensure the successful performance of the duties assigned.

Supervisory Responsibilities:

None

Equipment Used:

Copier, personal computer, typewriter, and audiovisual equipment

WORKING CONDITIONS

Physical Demands:

Frequent standing, walking, bending, stooping, and reaching. Must be able to lift and carry materials up to thirty pounds. Occasional repositioning of small classroom equipment or resources may be required.

Environmental Factors:

Work is performed across multiple campus locations. Occasional extended or irregular hours may be necessary to attend meetings or complete projects. Some travel within the district is required.

Mental Demands:

Ability to manage multiple priorities in a dynamic educational setting. Requires analytical thinking, attention to detail, and flexibility. Must maintain emotional control under stress and exercise professional judgment in interactions with staff and families.

Equipment Used:

Computer, printer, document camera, intervention tracking software, student assessment tools, and various campus-based instructional technologies.

Evaluation:

Performance of this position will be evaluated in accordance with the provisions of Canutillo Independent School District board policy and administrative procedures. The above statements are intended to describe the general purpose and essential functions of this job and are not intended to be an exhaustive list of all responsibilities, duties, or skills that may be required. Additional duties may be assigned as necessary to meet district needs.

Funding Source:

Funding for this position is contingent upon the continued availability of Fund 212, Title I, Part C resources.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE PRINTED NAME

HUMAN RESOURCES

DATE

SUPERINTENDENT APPROVAL

DATE

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Para obtener información adicional sobre la política de no discriminación del Distrito Escolar Independiente de Canutillo, comuníquese con la División de Recursos Humanos al (915) 877-7423, 7965 Artcraft Dr., El Paso, TX 79932.