



Canutillo Independent School District

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MEMORANDUM

TO: Personnel/Policy/Instruction/Student Services Committee Members
FROM: Martha Carrasco, Executive Director HR *Martha Carrasco*
DATE: January 8, 2014
RE: **Job Description**

Attached for consideration, and discussion is the following job description:

- **Migrant Assistant** – This position was requested by Maritza Garcia, Director of Academic Language Services, at the November 20, 2013 HR Personnel Committee Meeting. The position is placed on the Instructional Support Pay Scale as a level 2 (181 days). Pay range is **\$10.74 min \$12.94 mid \$15.14 max**. This additional position will provide support to the middle school students and their families; this position is funded by the NCLB Consolidated Federal Grant. The funding agency has approved this additional position for the District.

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.

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Job Description

Job Title: Migrant Assistant Paid By Federal/State Funds	Wage/Hour Status: Non-exempt
Reports to: Principal/Migrant Lead Teacher	Pay Grade: I/S 2
Dept./School: Assigned Campus	Date Revised: August 3, 2013

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 supports 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

Special Knowledge/Skills:

- Ability to work with children and community members
- Ability to follow verbal and written communications
- Ability to communicate effectively

Experience:

- Proficient in both English and Spanish.
- Must be eligible for employment in the US

Major Responsibilities and Duties:

Identification/Eligibility/Record Keeping

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

Educational Services and Tracking

6. Coordinate with campus registrars to inform the migrant office about students moving/withdrawing from the district in a timely manner.
7. Conduct ongoing reviews of cumulative folders to ensure they are up to date.
8. Uphold and enforce school rules, administrative regulations, and state and local board policy.
9. Assist with the tracking of the academic progress of migrant students to ensure that students in need receive prompt intervention.
10. Participate on the LPAC to ensure that EL Migrant students are fully supported.
11. Participate on RTI Student Study Teams concerning migrant students.
12. Conduct home visits on a regular basis to inform parents about the educational progress of their children
13. Assist with the instructional needs of three and four year old children.
14. Conduct home visits as necessary to serve the instructional needs of students including three and four year olds.
15. 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.
16. Accompany students on field trips.

Other Responsibilities

17. Assist with the organization of PAC meetings and migrant parent conferences and training activities.
18. Participate in staff development, training programs, faculty meetings, and special events, as needed.
19. Assist with the distribution of information to students, parents and campus personnel.
20. Assist with the distribution of instructional materials/goods to students and parents.
21. Perform other duties and functions as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Frequent standing, stooping, bending, kneeling, pushing, and pulling.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

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

Printed Name

I understand that the students or programs that I am assigned to allow me to be paid by federal or state funds. Incumbents of this position must comply with time and effort reporting or periodic certification, as appropriate.

Employee Signature

Date

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HR Reviewed by

Date

Administrative Approval

Date