

**Job Summary:**

The job of Identification & Recruitment Quality Control Specialist is done for the purpose/s of recruitment and identification of students eligible for Migrant program services and ensuring that certificates of eligibility and student information records are accurate and meet compliance regulations.

**Essential Job Functions:**

- ▶ Advocates for students, families and the program for the purpose of ensuring students receive appropriate services.
- ▶ Assists regional, state department and district staff for the purpose of updating policies and procedures for eligibility and identification recruitment strategies.
- ▶ Certifies Certificates of Eligibility for the purpose of ensuring that migrant students are eligible for program services.
- ▶ Develops partnerships with community agencies, farmers, growers, and crew leaders for the purpose of achieving and supporting the program mission.
- ▶ Develops/composes summary reports, handbooks, manuals, correspondence, and brochures for the purpose of providing information to ensure compliance with regulations.
- ▶ Interprets federal and state policies and regulations for the purpose of determining student eligibility for the Migrant program.
- ▶ Conducts quality control activities including monitoring, reviewing and auditing records, district files, schedules, time lines, and Certificates of Eligibility for the purpose of ensuring that records are accurate and meet compliance regulations.
- ▶ Organizes recruitment schedules, regional community-based plans, and regional school-based plans for the purpose of ensuring that all geographical recruitment areas are covered and to ensure a process is in place to recruit new students as they arrive.
- ▶ Retrieves/develops student information records/reports in data system, field reports, logs, and statistical information for the purpose of accessing student information and reviewing student information system reports for quality control.
- ▶ Trains/in-services district and regional staff regarding eligibility, laws, guidelines, policies and procedures, interview techniques and recruitment techniques for the purpose of maintaining a high quality of recruitment identification of migrant students so they can receive appropriate services.
- ▶ Conducts re-interviews of parents for the purpose of compliance with federal and state regulations.

**Experience Required:**

- ▶ Experience working with community agencies.
- ▶ Experience related to migrant families and school-age children.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - maintain legible records.
  - organize and prioritize work.
  - work with people.
- ▶ **Knowledge of:**
  - English/Spanish grammar, spelling, verbal communication
  - office methods, practices and procedures
  - Migrant regulations
  - cultural awareness and sensitivity to migrant lifestyle.
- ▶ **Ability to:**
  - use a computer
  - organize materials, schedules
  - spell correctly and use proper grammar
  - maintain documentation
  - provide training and make presentations
  - develop school-community partnerships
  - interpret laws, regulations, guidelines
  - communicate with clients.

**Education Required:**

- ▶ High school diploma or equivalent .

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ California Driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA:** Non-Exempt

**March 2006**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.