

Job Summary:

The job of Area Administrator - Migrant Education is established for the purpose/s of assisting in the planning, development, implementation and monitoring of District Service Agreements in designated school districts, and is subject to policies, procedures and regulations of the employer, Migrant Education guidelines, and the school district(s) guidelines in which he/she works that are not in conflict with the employer or Migrant Education. Area Administrators will recruit qualified credentialed staff and coordinate the training and scheduling of staff services.

Essential Functions:

- Collaborates with school district representatives to determine appropriate level of services, assessments, and the method of providing those services for the purpose of maximizing program effectiveness.
- Recruits and contracts with credentialed staff for the purpose of providing services to students in an afterschool environment.
- Supervises, trains, evaluates, and establishes work schedules for staff for the purpose of delivering services at the school site level.
- Develops and organizes methods of data collection for the purpose of ensuring compliance with program guidelines, service agreements and to maximize available resources.
- Interprets regulations and, in collaboration with program director, develops and recommends policies, procedures and data collection methods for the purpose of implementing across the program.
- Advocates/coordinates/refers/networks/collaborates with all available federal, state, and local resources including community agencies and school-wide/other categorical programs for the purpose of assuring migrant students' access and utilization of services.
- Analyzes student data for the purpose of assessing migrant students' academic performance/learning needs and to determine supplemental services needed.
- Collaborates with school district representatives concerning the Individual Learning Plans and updating of student lists for the purpose of ensuring appropriate migrant students' academic performance/learning needs and to determine supplemental services needed.
- Conducts Migrant parent Advisory meetings for the purpose of providing parent training and receiving parents' input regarding their children's needs and desired topics for parent training in keeping with federal requirements.
- Coordinates/implements region-wide services for migrant secondary students and out-of-school youth (OSY) for the purpose of assisting them to successfully complete high school graduation or GED requirements.
- Facilitates the development of District Service Agreements in partnership with school districts and parents for the purpose of ensuring high-quality instructional programs and services for migrant students.
- Mentors/coaches/guides/supports afterschool classroom teachers using Step Up To Writing, Thinking Maps and other learning strategies for the purpose of encouraging teachers' effective use and facilitating migrant students' access to the regular school year curriculum.
- Monitors all elements of the District Service Agreements including objective/activities, budget expenditures/revisions, personnel, identification and recruitment, and students' progress for the purpose of quality assurance, fiscal and program compliance and continuity of services.
- Plans/Coordinates Migrant parent leadership activities for the purpose of supporting parent involvement.
- Contracts with staff who are responsible for providing after-school instruction to groups of 10-15 migrant students at selected sites using Step Up To Writing, Thinking Maps and other effective learning strategies for the purpose of supporting student achievement of the state and district standards in language arts and mathematics.
- Provides written/oral reports to district administrators, board members and the community regarding the status of migrant program activities/services for the purpose of strengthening the partnership between districts and the region.

Skills, Knowledge and/or Abilities Required:

Skills to:

- evaluate student academic performance;
- communicate complex concepts using a variety of media to administrators, credentialed staff and families;

Knowledge of:

- staffing patterns;
- recruitment methods necessary to attract credentialed staff;
- curriculum and educational strategies;
- budgeting practices;
- instructional programs and effective practices;
- conflict resolution and problem-solving strategies;
- federal and state legislation and regulations related to migrant education and other categorical programs;
- federal and state reform initiatives and legislation;
- district and community resources;
- automated data collection and reporting systems and related technology;
- high school graduation requirements;

Ability to:

- negotiate, coordinate and monitor contracted services;
- organize and manage various tasks and activities;
- utilize effective communication and interpersonal skills;
- communicate with and relate to target population;
- develop and effectively deliver presentations;
- analyze and prepare reports;
- attend evening meetings;
- work a flexible schedule;
- organize and interpret assessment data;
- work cooperatively with a variety of groups and agencies;
- broker services and network with school districts and agencies.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating others; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 50% sitting, 25% walking and 25% standing.

Experience Required:

- Job-related experience within specialized field is required.

Education Required:

- Bachelor's degree in job-related area.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- California driver's license and proof of automobile insurance.
- California Teaching Credential.
- California Administrative Services Credential
- EL authorization.
- Department of Justice and FBI Fingerprint Response.

Other Requirements:

- Bilingual Spanish preferred.
- Must be able to travel in and out of county using own vehicle.

FLSA Status: Exempt

May 2013

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.