

## Job Description

# Migrant Graduation Specialist (MGS) (2011-12 SY)

**General Description.** The Migrant Graduation Specialist acts as a liaison and facilitator for migrant students to help them complete high school, and prepare for postsecondary education and careers. The Specialist implements a Case Management Model at a ratio of approximately 1:50 students. A case management model includes tailored, individualized and targeted intervention to ensure the student graduates against all odds and includes service to Priority of Service students first. Migrant students outside the case load may be supported when participating in large or small group activities. In collaboration with building administrators, teachers, support staff, and community leaders, the Specialist reports to and works closely with the Migrant Director to coordinate provision of supplemental services to achieve goals of the Migrant Education Program Service Delivery Plan in his/her assigned building. Services will focus on the unique and supplemental needs of the migrant student. The Specialist will NOT supplant services and activities available to all students through the school. The Graduation Specialist is supervised by and reports directly to the Migrant Director.

## Requirements

- Teaching credential or bachelor's degree in a related field
- Experience in an educational or community advocacy-related field
- Experience working with migrant youth and families
- Knowledge of secondary school programs and graduation requirements
- Written and verbal communication skills in English and primary language of target population (e.g. Spanish, Russian)
- Knowledge of basic computer software (such as Microsoft Word and Excel and Internet Explorer)
- Experience working independently, semi-independently, and in collaborative teams
- Flexibility in work schedule
- Human relations, time management and personal organizational skills

## Preferred Knowledge and Skills

- Knowledge of economic, social, cultural and psychological factors influencing migrant students
- Experience working with secondary school age migrant students, their teachers, counselors and building administrators
- Experience initiating efforts with community service agencies and business leaders to coordinate supportive services for students and families with unique needs
- Knowledge of school and community resources available to migrant students and families, including vocational, career awareness, and postsecondary education opportunities

## Major Responsibilities – **DIRECT STUDENT SERVICES**

### Case Management Service Delivery Model

1. Assess migrant student's needs (e.g. health, educational, social, emotional) and establish a prioritized case load of students to be served at a staff:student ratio of 1:50; use the Migrant Student Information System (MSIS) Student Needs Assessment and serve Priority for Service students, first.
2. Facilitate the development of an individualized academic, career and higher education plan for each student in the case load; support the high risk student in overcoming all barriers to graduate, including academic guidance and student engagement activities such as collaboration with counselors to grant partial credit, contact with sending and receiving schools, advocacy with teachers and counselors for proper placement, student leadership training to promote school involvement.
3. Implement and/or coordinate the case management service delivery model , including monitoring, follow up and evaluation of the plan.
4. Conduct, document (log) and report services provided to individual students in the caseload.

### Academic Guidance

5. Support student in understanding High School graduation requirements and developing High School and Beyond Plan for intended school of graduation.
6. Advocate for and support student participation in tutoring or supplemental support for academic success, especially in math, language and reading skills. Encourage family support so student can participate.

7. Coordinate with counselors in the student's present and intended graduation districts to support completion of academic, grading and assessment requirements.
8. Coordinate with teachers and families to identify and meet personal and social development needs of students. Supplement the counselor's services to encourage intrinsic motivation and improve attendance and grades.
9. Coordinate with teachers and the Migrant Director to identify academic obstacles in specific classes and arrange for targeted supplemental support.
10. Coordinate supplemental services with counselors, parent engagement liaisons, teachers and administrators to maximize credit accrual and support student success in academic instruction. Facilitate on-time graduation.

Sample activities:

- a. Identify, research and document partially completed coursework; support counselor in combining it to meet a requirement.
- b. Support preparation and transfer of educational records for a student's move to another school.
- c. Coordinate with counselors at both sending and receiving schools to support the student's smooth transition in respect to placement and credit accrual issues.
- d. Collaborate with the attendance clerk and teachers and follow up with students to ensure homework is completed and turned in following excused absences.
- e. Train migrant students to conduct student led peer or parent workshops on the development of the High School and Beyond Plan.
- f. Support students in understanding the system of credit and seat time accrual, and coach them in becoming self advocates

### **Non Academic Guidance**

11. Refer discipline, general attendance, gang related or motivational issues to the counselor.
12. Support student in identifying and communicating his/her interests and goals with the counselors, parents, teachers, etc.
13. Help student see applicability of classes to real-life issues.
14. Support student participation in freshman orientation or similar activities which may have been missed due to mobility.
15. Coordinate with parent engagement liaison to help family understand graduation requirements, school attendance policies, and the value of participation in extracurricular activities.
16. Encourage building level staff (teachers, counselors, etc.) understanding of unique needs of migrant families.
17. Creatively help family to implement a plan to keep child in school through end of grading period.

### **Student Leadership/Engagement**

1. Support the family's involvement in creating a High School and Beyond plan based on the intended school of graduation.
2. Model and support student development of effective communication, self advocacy, leadership and action planning skills using research based learning strategies. Evaluate and document learning through pre- and post-assessments or skill inventories and self assessments.
3. Facilitate student and family participation in classes, workshops, conferences and events utilizing Student Leadership Program (SLP) curriculum (for grades 6-12) and other leadership skill development strategies.
4. Promote participation in personal and social skill building opportunities in school and community.
5. Support migrant students in gaining access to and participating in extracurricular activities.
6. Develop enrichment activities focused on the unique needs of migrant students.
7. Promote family access to culturally appropriate role models.
8. Provide supplemental support to small groups of students completing quality culminating projects, and reporting what they have learned to families and peers.
9. Help students identify opportunities for quality culminating projects in the school and community.

### **Career Exploration and Preparation**

10. Build student work seeking/obtaining skills.
11. Support and provide student access to career exploration opportunities, including interest/aptitude assessments, role models, internships, career fairs, work site and career-specific campus visits, etc.

## **Postsecondary Education Exploration and Preparation**

12. Help the student distinguish his/her college and scholarship applications from the competition, providing access to innovative opportunities.
13. Organize and coordinate supported opportunities for students and families to investigate, identify, and apply for funding for postsecondary education. Advocate for needed scheduling and support so migrant families can participate in available opportunities.
14. Assist families to learn what funding providers are looking for in successful applicants.
15. Facilitate student participation in education fairs, campus visits, higher education role models, etc.

## **Major Responsibilities – PLANNING AND COLLABORATION - INDIRECT STUDENT SERVICES**

### **Student Advocacy**

18. Support the counselor in identifying personal and social development needs of students. Supplement the counselor's services to encourage intrinsic motivation and improve attendance.
19. Coordinate with school and community programs to access communication, self advocacy, leadership and action planning skills training for students and families.
20. Encourage family support for the student's goals, and ownership of the student's High School and Beyond Plan.
21. Facilitate effective communication between the family and school.
22. Identify and provide parents/guardians information on their child's school and academic progress.
23. Advocate for needed scheduling and support so migrant students can participate in available grade 6-12 and postsecondary preparation opportunities.
24. Ensure the student and family gain access to needed school and community resources, including role models.
25. Facilitate transition between schools (within and outside the school district) and establish and maintain a positive working relationship with all students, including incoming/outgoing students entering or leaving school midterm.

### **Community Services-Collaboration/Outreach**

26. Initiate and facilitate meetings of students and families with school program and community service representatives in order to facilitate migrant family access.
27. Collaborate with teams of educators, parents, students, and community leaders to identify gaps in school and community services and leverage resources to meet those needs/ensure migrant family access.
28. Access and serve as liaison with SEMY for student engagement, role model and higher education information services.

### **Program Administration**

29. Participate in staff development activities required by the Migrant Education Program or identified by the Migrant Director or supervisor. Participate as a member of the MGS/MSA Professional Learning Community, including both online and face to face networking and workshops.
30. Maintain a daily log of supplemental interventions with and on behalf of migrant youth in a manner approved by the Migrant Director. Share log of activities with the Migrant Records Clerk so he/she may document interventions through appropriate supplemental codes in the Migrant Student Information System.