

## **Job Opening**

### **KEDC Migrant Education Regional Service Center**

#### **Migrant Tutor Bath/Mason County**

Reports to: KEDC Migrant Grant Coordinator  
Wage/Hour: Determined by KEDC salary scale

Primary Purpose: responsible for providing advocacy and tutoring in the area of academics, career and vocational assistance, and personal and social needs. Works closely with the Regional Migrant Advocate/Recruiter and school district staff to ensure student needs are met.

#### **Minimum Qualifications:**

- High School Diploma or GED
- Communicate effectively with various audiences
- Knowledge of basic computer software
- **Experience working semi-independently and in collaborative teams**
- **Knowledge of K-12 educational system**
- Ability to follow written and verbal instructions
- **Knowledge of various local social service agencies**

#### **Major Responsibilities & Duties:**

1. Maintain contact with the child's classroom teacher and regional advocate to determine levels of academic proficiency and how the migrant program can assist the child.
2. Periodically meet with the child to ensure he/she is performing well academically and is adjusting to teachers, peers and school.
3. Provide direct services for migrant students according to the priority for services (PFS) definition.
4. Refer families to resources that might have a direct bearing on their child(ren)'s success in school, (e.g., social services, health services, clothing and other needs); thus providing support to ensure the student's academic success.
5. Monitor student attendance and report problems involving migrant students such as suspensions and withdrawals.
6. Maintain complete records that reflect student referrals, contacts, logs of activities and any other documents needed for audits and accountability.
7. Compile and maintain data for completing a needs assessment of the program and for reports needed by regional records clerk.
8. Facilitate effective communication between family and school in order to enhance academic success.

9. Provide information to an advocate or a school employee that may be helpful in designing activities to benefit the child.

11. Attend meetings, trainings, or events as needed by Regional Office.

**Closing Date:** Until filled

Please send a KEDC job application and resume to the address above or via e-mail to [Stephanie.little@kcdc.org](mailto:Stephanie.little@kcdc.org)

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