

**Kentucky Educational Development Corporation  
904 West Rose Road  
Ashland, KY 41102**

**Job Opening**

**Part Time Migrant Tutor (Fleming County Area)**

Reports to: KEDC Migrant Grant Coordinator

Primary Purpose: responsible for implementing migrant program by providing advocacy in the area of academics, monitoring and career and vocational assistance; supporting the success of at-risk students and assisting with personal and social needs, assist parent in order to enhance their child's growth and development.

**Minimum Qualifications:**

- High School Diploma/GED
- Communicate effectively, orally and written
- Ability to communicate effectively with parents of migrant students
- Knowledge of basic computer software
- **Experience working semi-independently and in collaborative teams**
- **Willingness to work irregular hours and an irregular schedule, including weekends, evenings and summers**
- Experience working with migrant youth and/or high-mobility/at-risk population
- Ability to follow written and verbal instructions
- **Knowledge of various local social service agencies**

**Major Responsibilities & Duties:**

1. Meet and maintain contact with the child's classroom teacher to determine levels of academic proficiency and how the migrant program can assist the child to achieve.
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 a tutor or a school employee that may be helpful in designing activities to benefit the child.
10. Organize and plan parent involvement activities, summer school/ intersession planning for migrant children, program evaluations and the migrant program needs assessment.
11. Provide parents/guardians with information on child(ren)'s school/academic progress.
12. Ensure students and families gain access to schools and community resources, including role models.
13. Complete the Out of School Youth (OSY) profile form to determine appropriate services.
14. Assist OSY by referring them to EL programs, HEP programs, GED programs and other educational programs/services or providing them with direct services.
15. Make home visits on a regular basis to meet with the parents/guardians, assess the home environment, determine needs of other children who may live there and seek the involvement of parents/guardians in their child's education through modeling, coaching and placement of appropriate educational training.
16. Continually seek and participate in appropriate professional development and training opportunities to enhance existing skills and to learn new skills for the job.
17. Continue to provide services for OSY until he/she has moved or is no longer eligible for migrant services.
18. Maintain confidentiality with migrant families and/or staff.
19. Attend all trainings for recruiters and meetings arranged by the regional/ state migrant coordinators, including any state-mandated trainings or professional development.
20. Organize and plan PAC meetings and activities for Fleming County parents.
21. All other duties assigned by supervisor

**Closing Date:** This position will remain open until filled.

**Salary:** Salary is determined by KEDC classified hourly salary scale

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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