

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

Job Opening

Regional Migrant Advocate / Recruiter

TITLE: Regional Migrant Advocate / Recruiter

EMPLOYMENT TERMS: Contractual
Compensation – contractual based on number of days and employer pay scale

WORK SITE: Traveling throughout the region
Home office
Reporting and training at the Regional Office

OTHER: This job requires travel using the employee’s personal vehicle. (Travel expenses will be reimbursed at the KEDC rate.)
This job requires working non-traditional hours, including week ends, evenings, and early mornings.
This job requires the ability to use conversational Spanish.
This job requires a person who is motivated and can be successful even in unsupervised situations.

QUALIFICATIONS: Bachelor Degree or equivalent (degree may be waived in lieu of a minimum of five years’ experience working in the Migrant Education field.)
Familiarity with Migrant Education Program
Knowledge of migrant lifestyles and habits
Knowledge of agricultural work, including crop cycles
Good communication and people skills
Computer skills
Bi-lingual in Spanish and English

RESPONSIBILITIES: Ensure compliance with all Federal and State directives by participating in training by regional and state staff.

Network with community agencies for coordination of services needed by the migrant families, students, and youth.

Become familiar with school systems in the region.

Become familiar with farms, farmers, and places migrant farm workers frequent.

Establish connections with people and groups who may have knowledge of possible qualifying work and workers, such as agriculture-based industries, farmers, churches, cooperatives, and service agencies.

Recruit (look for, find, and interview) adults new to a community who may qualify for services of the Migrant Education Program.

Interview for the purpose of identification and enrollment of qualifying eligible students.

Ensure that qualifying families and out-of-school youth have initial knowledge of the program and the services that may be available to them and their children.

Provide information that will familiarize migrant families and youth with an understanding of the educational system in the area.

Maintain an on-going relationship with qualifying families and out-of-school youth.

Work with school employees to discover the academic needs of the student and plan activities that will be helpful to the student.

Provide services such as tutoring, teaching English, sharing knowledge of American culture and customs, fostering literacy for preschoolers, etc.

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

Coordinate and/or provide all MEP services within the districts that have eligible children and youth, but no formal MEP program.

Train and supervise MEP regional staff, such as tutors.

Participate in the summer camps as needed.

Present updates and reports to the regional coordinator, including time and effort logs.

Complete forms as required by the regional office, the fiscal agent, the local school system, and the Kentucky Department of Education.

Other duties as assigned by the regional coordinator.

Closing Date: This position will remain open until filled.

Please send a KEDC job application and resume to the address above or via e-mail to stephanie.little@kcdc.org

Equal Employment and Education Opportunity Institution

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