

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

DIRECTOR OF MIGRANT EDUCATION

PRIMARY FUNCTION: Plan, coordinate, and supervise the operations and personnel of the District's Migrant Education Programs that support Equity, Multi-tiered System of Supports including Academic Achievement, Behavioral Support, Social Emotional Learning and Educational Enrichment; Provide services to students and parents in alignment with state and federal mandates; Serve as an educational leader in the planning, implementation and evaluation of the Migrant Education Program serving the District's Preschool-6th students and their families; Maintain and promote quality, state- and federal-compliant, and cost-effective programs.

DIRECTLY RESPONSIBLE TO: Assistant/Associate Superintendent, Educational Services

MAJOR DUTIES AND RESPONSIBILITIES:

Migrant Education Programs

Work with site and district administrators to help:

- Support/consult on providing Migrant Education recruitment, curriculum development, supplemental program design and activities/reports as mandated by federal requirements.
- Plan, organize, and implement federal-mandated site activities necessary for compliance.
- Improve Migrant Education Students' Academic Performance, Behavioral Support, and Social Emotional Learning.

Act as a resource by developing, facilitating, and providing training to schools in Migrant Education-related areas: i.e., supplemental programming, curriculum and instruction, with an emphasis in Academic Achievement, Behavioral Support, and Social Emotional Learning; service reporting; and community outreach.

Act as an advocate for appropriate Migrant Education curricular changes and modifications.

Examine state, county and district data on a continual basis to discover Migrant Education student's achievement trends and to determine and provide targeted professional learning.

Develop and submit District Service Agreements for Migrant Education.

Participate, coordinate, or conduct a variety of Parent Advisory Committee meetings, parent workshops, and/or parent conferences in order to present material and information concerning student programs, services, achievement, and activities.

Direct, conduct, and attend Migrant Education-related professional development workshops and conferences.

Provide leadership for all aspects concerning Migrant Education students instructional programs and professional development programs.

Represent the district at county, state and federal professional meetings.

Collaborate with professional and community committees, work groups, organizations, institutions, and other agencies at the local, state and national level to promote best practices in Migrant Education.

Develop, coordinate and administer district-wide activities which promote Migrant Education student academic interest and competence.

Disseminate program information and prepare reports required by the Federal, Regional, and District Office.

Other as assigned.

**JOB DESCRIPTION
DIRECTOR OF MIGRANT EDUCATION**

MINIMUM QUALIFICATIONS:

Knowledge of: Comprehensive organization, activities, curriculum development, supervision, goals and objectives of Extended Learning services; CA Common Core State Standards (CCSS); School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration, supervision and training; Labor relations law and the Collective Bargaining Agreement; Principles, theories, practices, methods and techniques used in K-6 education curriculum development, classroom instruction, instructional supervision and student learning; Principles, theories, practices, methods and techniques for counseling, guidance and discipline which promote appropriate student conduct and motivation for student learning; Human relations strategies, community relations strategies, conflict resolution strategies and team building techniques; Every Student Succeeds Act and related standardized testing requirements applicable to the Extended Learning programs.

Experience: Three years of successful teaching experience, preferably at the elementary level; Five years of successful management experience at the school or district level, preferably with three years as an elementary school principal or comparable combination of relevant experience

Education: A master's degree or advanced degree of at least equivalent standard from a recognized college or university. Appropriate teaching and administrative services credentials.

Ability to: Demonstrate effective instructional, organizational, and administrative leadership. Set school wide operational priorities and manage time effectively. Work independently with little direction. Analyze problems, identify potential solutions and make appropriate and effective decisions. Establish and maintain effective organizational and community relationships. Work in a diverse socio-economic and multicultural community. Communicate effectively both orally and in writing. Effectively work in a demanding environment. Train and evaluate the performance of assigned staff. Interpret, apply and explain rules, regulations, policies and procedures. Operate a computer and job-related equipment. Maintain consistent, punctual and regular attendance. Meet schedules and timelines.

PREFERRED QUALIFICATIONS:

Bilingual (English-Spanish) proficiency
Administrative experience at the site or district level
Doctorate degree

PHYSICAL EFFORT/WORK ENVIRONMENT

Physical strength to perform the tasks that may be required of a Director; these physical requirements include:

1. Physical and mental stamina to perform the duties and responsibilities of the position
2. Physical ability to push/pull, squat, twist, turn, bend and to reach overhead
3. Physical mobility sufficient to move about the work environment (office, district, school site to site), drive an automobile and to respond to emergency situations
4. Physical strength sufficient to lift 25 pounds
5. Ability to sit for prolonged periods of time
6. Demonstrated ability to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT

The work year for this position is 222 days