

## **MEP Records Clerk - JOB DESCRIPTION**

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### **Primary Function**

To perform record-keeping tasks and manage forms/information for migrant student records. The clerk will be required to process all Migrant Student Information System (MSIS) data and work in conjunction with all levels of district personnel. The Records Clerk is directly responsible to the MEP Grant Coordinator.

### **Minimum Qualifications**

- Must be flexible, have the ability to work with all types of people and be attentive to detail and paperwork.
- Must be a high school graduate or possess a G.E.D. (General Education Diploma).
- Must possess clerical skills.
- Must be able to file and keep records.
- Computer knowledge and on line experience desirable.

### **Major Functions and Responsibilities**

1. Enroll all eligible migrant students into the MSIS according to state adopted procedures.
2. Locally disseminate educational and health records for migrant students in a timely fashion.
3. Complete all forms and process information required by the MSIS.
4. Maintain updated files.
5. Update educational and health information for migrant students as required.
6. Work with teachers, instructional assistants, counselors, principals and other school staff to ensure that all educational data, such as secondary and supportive data, is entered.
7. Withdraw migrant students from MSIS as students leave school.
8. Work with all building secretaries and MEP Recruiters to ensure that eligible migrant children are identified and enrolled in the MSIS.
9. Work with the school nurse to ensure that all appropriate entries on the migrant health record are complete and updated.
10. Work with the MEP Recruiter to ensure that the Certificate of Eligibility (COE) is filled out properly and in a timely manner.
11. Attend all required training sessions provided for the records clerk by the Migrant Education Program.
12. Review MSIS reports on a regular basis for accuracy, and generate reports for analysis by MEP Grant Coordinator and other educational staff.