

**Title I, Part C, Migrant Education Program  
Migrant Graduation Specialist  
Job Description**

***State Measurable Performance Outcome: 79% of migrant students served in grades 9-12 who received support from a Migrant Graduation Specialist will be promoted to the next grade level or graduate.***

General Description: The graduation specialist will act as a liaison and facilitator to the school counselor(s) for migrant students to successfully transition to next grade level; complete high school; and pursue postsecondary education or employment.

Recommended Ratio: 50 students to 1 FTE (1080 contract hours)

The specialist will:

1. Implement a case management model focused on providing supplemental support and intervention strategies to address the unique needs of migrant students.
2. Work with the district's Migrant Education Federal Program's director and school staff to identify and establish program and student goals in alignment with the district's local plan and the State Service Delivery Plan.
3. Coordinate and ensure access to other services migrant students may be eligible and entitled to receive.

Requirements:

- Teaching credential or bachelor's degree in a related field.
- Experience working with at-risk migrant students and families.
- Knowledge of secondary school programs and state and local graduation requirements.
- Written and verbal communication skills in English and primary language of target population (e.g., Spanish, Russian).
- Knowledge of basic computer software programs (e.g., Microsoft Word, Excel, PowerPoint).
- Experience working independently, semi-independently, and in collaborative teams.
- Human relations, time management, and personal organizational skills.
- Flexible work schedule.

Preferred Knowledge and Skills:

- Knowledge of economic, social, cultural, and psychological factors influencing migrant students.
- Experience working with secondary school aged migrant students in an educational setting.
- Knowledge of school and community resources available to migrant students and families, including technical education, career awareness, and postsecondary education opportunities.

Major Responsibilities:

- Work with school counselor(s) to monitor and track attendance and academic progress leading toward graduation; including discipline, credits/grades, and other social/academic issues.
- Conduct referrals to services aligned to student's needs that are available through school district and/or community to reduce and/or eliminate identified barriers.
- Facilitate appropriate scheduling options with school counselor and teaching staff for students to gain access to AP, Highly Capable, CTE, Running Start, or regular academic core course options leading to graduation and transition to postsecondary education or employment.
- Facilitate access to services to address social/emotional needs; including educational disruption, cultural and language barriers, social isolation, various health-related problems, or other factors that inhibit the ability of selected migrant students to meet state academic and achievement standards.
- Foster family/school connections and conduct home visits.
- Conduct parent information sessions to ensure that migrant students and their parents understand assessment and graduation requirements and students understand their rights to an equitable and rigorous education that prepares them for college and career.
- Promote access to or develop leadership and mentoring programs to facilitate the needs of migrant students and their families.
- Establish a caseload in coordination with school counselor, teachers, and other appropriate staff to create a listing of migrant students most at-risk of not meeting state standards.

- Work with school counselor and caseload students to develop student plans/goals that lead to a successful transition to the next grade level, graduation, and transition to postsecondary education or employment.
- Maintain on-going communication with counselor, students, families, and other school staff regarding the progress of the student to achieve established goals and transition to next grade level, graduate, or pursue postsecondary opportunities or employment.
- Participate in professional development opportunities to strengthen skills in working with at-risk migrant students including consolidating credits, determining high school of graduation, motivational techniques, and reporting requirements.