

MEP Recruiter - JOB DESCRIPTION

Directly responsible to: MEP grant coordinator

Identification and recruitment includes seeking out and identifying children who potentially qualify for the program, completing the paperwork necessary to establish their eligibility and enrolling them in the program.

Minimum Qualifications

- ☑ Must be able to read, write and speak fluently in English and/or the language spoken by migrant parents, spouse and/or a student at home.
- ☑ Must be a high school graduate and/or possess a GED.
- ☑ Must be able to work with people, be patient and willing to help parents, and/or students with questions, and provide resources, etc.
- ☑ Must be able to travel and possess a valid Washington State Driver's License and automobile insurance.
- ☑ Must be able to attend regional and state in-service training.
- ☑ Schedule must be flexible, in order to work evening hours when needed.
- ☑ Must be able to complete accurate and timely reports.
- ☑ Must have the ability to develop relationships between the home, school and community.

Job Description and I/R Activities—Major Responsibilities

1. Actively identify and recruit all eligible migrant children residing in the school district/community from 0 through 21 years of age. This includes:
 - Survey the area on a regular basis to confirm the location and presence of migrant workers and their families.
 - Develop an identification & recruitment network with organizations and agencies that provide services to migrant workers and their families
2. Complete a Certificate of Eligibility according to state/federal guidelines for each eligible migrant family immediately upon arriving to the school district/community
 - For students in school and out-of-school
3. Annually revalidate all families' most recent move information.
4. Share with migrant parents and students information regarding the Migrant Education Program, as well as all school services/programs available to them.
 - This includes instructional programs, MSIS, physical exams, alternative educational programs, and options for Out-of-School Youth, preschool programs, adult basic education programs, GED programs, post secondary opportunities, etc.
5. Refer migrant families to appropriate, health, social or legal services in order to meet the needs of the migrant student's successful participation in school.
6. Prepare documentation such as a recruiter log, which reflects all recruitment time and activities.
7. Attend all required training sessions provided for the recruiter by the Migrant Education Program.