

## **Migrant Education Program Statewide Recruiter Job Description**

**Position:** Migrant Education Program Statewide Recruiter

**Supervisor:** State Identification and Recruitment Coordinator (IDRC) for Migrant Education Program (MEP) – New Mexico Public Education Department (NMPED) /Executive Director Southwest Regional Education Cooperative (SWREC)

**General Job Description:** Support the professional development requirements of the Migrant Education Program (MEP), including collaboration with the State IDRC for the MEP, district directors, recruiters, and migrant support staff. Act as an advocate for the program and present a positive image of the program and the State to both internal and external persons and entities.

### **Essential Duties and Responsibilities:**

1. Communicate effectively in Spanish and English both verbally and in writing.
2. Conduct interviews accurately and skillfully in order to determine eligibility for the MEP.
3. Become familiar with and follow all procedures and practices contained in the New Mexico Plan for Identification and Recruitment and any other directives issued by the New Mexico State Migrant Education Program.
4. Assist in the development and interpretation of Migrant Education Program recruitment procedures for the purpose of establishing compliant guidelines needed to, effectively and efficiently meet program goals while adhering to all relevant regulations and guidance.
5. If required, report program related assessment results for the purpose of providing the information needed to evaluate program performance and to create new and/or revised initiatives needed to meet District objectives.
6. Respond to inquiries for the purpose of providing information and/or direction relative to Migrant recruitment. Serve as liaison with a variety of outside and community individuals/agencies for the purpose of conveying and/or receiving information and coordinating Migrant recruitment activities.
7. The migrant Recruiter will provide assistance for, statewide school districts and will assist with recruiting Migrant students and follow up with Migrant families.
8. Complete all required documentation involving recruitment efforts including logs on Connecteam App and update NM Google Recruitment map.
9. Model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures.

10. Meet regularly with the State IDRC for the MEP to review and analyze all activities within the area of responsibility.
11. Work to understand the process of recruiting a migrant child and participates in training, planning, and interviewing of migrant parents or guardians which requires cultural sensitivity, knowledge of the NM MEP, understanding of the MEP requirements, knowledge of community resources, and strong communication skills often in a language other than English.
12. Travel throughout the assigned areas in order to fulfill job duties.
13. Attend all recruiter meetings, state meetings and other training sessions determined by the NMPED state migrant director.
14. Record eligibility information for each eligible child on a Certificate of Eligibility form and submit it in a timely manner for review/approval to the designated Local Education Agency.
15. Creates a friendly climate in which the family's culture and values are respected in order to establish trust and to gather the most accurate, useful information possible.
16. Other duties as assigned.

### **Additional Duties and Responsibilities:**

1. Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations.
2. Proactively obtain and share information.
3. Strong communication skills and extremely self-motivated when managing communication channels.
4. Experience using email services, Microsoft Outlook, Word, Excel, and PowerPoint.
5. Establish rapport and maintain mutually productive relationships.

### **Qualifications:**

1. High School Diploma.
2. Associates or bachelor's degree in education, is preferred.
3. Must possess a valid New Mexico driver's license.

### **Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health: Knowledge of universal hygiene precautions, and current Covid-19 requirements per state orders.

### **Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, all multimedia equipment including current technology.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hours work may be required. Make site or home visits when needed and appropriate.

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