

Migrant Graduation Specialist Job Description and Position Requirements

General Description The Migrant Graduation Specialist (MGS) will act as an advisor, liaison, and facilitator for migrant students in order to help them complete high school and pursue post-secondary opportunities. The MGS will work primarily with a caseload of the most at-risk migrant students, and secondarily, will conduct building-wide activities for all migrant students as the need arises. All MGS services will focus on the unique and supplemental needs of the mobile migrant student and will not supplant those activities conducted by other building staff such as counselors, home visitors, and teachers.

Requirements

- Bachelor's Degree or higher
- 3 or more years successful experience in teaching, counseling, social work, or related field
- Bilingual in English and Spanish
- Experience working with migrant youth and families
- Knowledge of secondary school programs and graduation requirements
- Excellent written and verbal communication skills
- Knowledge of basic computer software, such as Microsoft Office
- Experience working independently or semi-independently
- Experience working in teams and knowledge of group dynamics
- Excellent organizational skills
- Flexibility in work schedule

Preferred Knowledge and Skills

- Washington State Teaching Certificate or Washington State ESA Certificate
- Bi-literate in English and Spanish
- Knowledge of economic, social, cultural, and psychological factors influencing migrant students
- Experience working with secondary school age migrant students, teachers, counselors, and administrators
- Experience advising migrant students and families
- Knowledge of school and community resources available to migrant students and parents including vocational, career awareness, and post-secondary
- Experience working with English language learners

General Responsibilities

- A. Empower students to be self-directed and advocate for their own needs
- B. Build positive relationships with students in order to prevent them from dropping out and recover those who have already dropped out
- C. Build positive relationships with families, educators, and community organizations in order to support migrant student success
- D. Facilitate access to existing services or programs for migrant students, including:
 - i. Tutorial and credit recovery support
 - ii. WASL preparation
 - iii. Study and test taking skills development
 - iv. Leadership skills development
 - v. Career and post-secondary planning
 - vi. College admission preparation
 - vii. Scholarships Assistance
 - viii. Other resources
- E. Provide supplemental academic advising.

- F. Work with students in multiple settings, such as office visits, home visits, classroom observations, attendance at extracurricular events, etc.
- G. Identify the social, emotional, and physical needs of the students and make referrals to school or outside agencies and resources.

Detailed Responsibilities

Program Management

- A. Participate in MGS meetings and trainings (min. 4, 2-day workshops per year) provided by Migrant Education Program.
- B. Maintain and submit records as requested, particularly ongoing needs assessment and evaluation data.
- C. Identify priority caseload students through a needs assessment process and provide targeted case management services through a variety of venues.
- D. Assist with other responsibilities as assigned by Supervisor.

School Collaboration

- E. Work as a team member with the school staff to improve the delivery of supplemental services to migrant students, including but not limited to regular communication with the Migrant Home Visitor and Records Clerk.
- F. Network with existing school services and programs, such as advisories, GEAR Up, 21st Century, etc. to ensure migrant student and family access and involvement.
- G. Support counselors in investigating, documenting, and combining partial coursework to meet requirements.

Family Involvement and Support

- H. Keep migrant parents updated on their secondary school aged students' progress.
- I. Empower parents to effectively engage in the education of their secondary level student and support of postsecondary education through PAC meetings, parent conferences, and other venues.

Academics

- J. Facilitate supplemental small group interactions and conduct individual advising to include: academic planning and monitoring, career goals, self-esteem, leadership, employment, communication, goal-setting, problem-solving, etc.
- K. Verify proper student placement and assist with the transfer of full or partial credits, including credits from unresolved coursework, based on transcripts from other schools in the U.S. and other nations. Facilitate access to credit recovery programs, such as the PASS Program.
- L. Support counselors in making proper placement decisions that meet the student's home base school graduation requirements and postsecondary education requirements, e.g. place

middle and high schoolers in math sequence to meet College Academic Distribution Requirements.

M. Facilitate student access to programs that build academic skills.

Secondary and Post-secondary Planning

N. Acclimate students to the school atmosphere, including student clubs, sports, etc.

O. Encourage student participation in local, regional, and national migrant student events and activities.

P. Educate students and parents on the benefits of college, how to access financial aid and role models, what to do if undocumented, and other necessary college information.

Q. Community Collaboration

R. Network with community agencies that can help migrant students and families, such as Secondary Education for Migrant Youth (SEMY), work incentive programs, youth advocacy programs, and special services programs that help improve migrant students and their families' knowledge of and access to services.

Physical Demands

The position requires frequent sitting, standing, stooping, kneeling, walking, and crouching; ability to lift and/or move up to 40 pounds.