

Job Description

Migrant Student Advocate (2010-11SY)

General Description. The Advocate will act as a liaison and facilitator for migrant students to complete high school and pursue postsecondary education. Migrant students to be served will be identified by the Migrant Director. The Advocate will identify and support success of at-risk students at a staff: student ratio of approximately 1:150. The Advocate supports the Migrant Director in identifying and achieving goals of the district's local migrant plan, in support of the Migrant Education Program Service Delivery Plan. Services will focus on the unique and supplemental needs of the migrant student. They will NOT supplant services and activities available to all students through the school. The Student Advocate is supervised by and reports directly to the Migrant Director.

Requirements

- Experience in an educational or community advocacy-related field
- Experience working with migrant youth and families
- Knowledge of secondary school programs and graduation requirements
- Written and verbal communication skills in English and primary language of target population (e.g. Spanish, Russian)
- Knowledge of basic computer software (such as Microsoft Word and Excel and Internet Explorer)
- Experience working semi-independently and in collaborative teams
- Flexibility in work schedule
- Human relations, time management and personal organizational skills

Preferred Knowledge and Skills

- Knowledge of economic, social, cultural and psychological factors influencing migrant students
- Experience working with secondary school age migrant students in an educational setting
- Experience supporting student and family access to community services
- Knowledge of school and community resources available to migrant students and families, including vocational, career awareness, and postsecondary education opportunities

Major Responsibilities

Student Advocacy

1. Utilize the Migrant Student Information System (MSIS) to determine through the Migrant Director the Priority for Service students to be served.
2. Support the counselor in identifying personal and social development needs of students. Supplement the counselor's services to encourage intrinsic motivation and improve attendance through non academic guidance.
3. Coordinate with school and community programs to access communication, self advocacy, leadership and action planning skills training for students and families.
4. Encourage family support for the student's goals, and awareness of the student's High School and Beyond Plan.
5. Facilitate effective communication between the family and school in order to enhance academic success.
6. Identify and provide parents/guardians information on their child's school and academic progress.
7. Advocate for needed scheduling and support so migrant students can participate in available K-12 and postsecondary preparation opportunities.
8. Ensure the student and family gain access to school and community resources, including role models.
9. Facilitate transition between schools (within and outside the school district) and establish and maintain a positive working relationship with all students, including incoming/outgoing students entering or leaving school midterm.
10. Provide support to ensure student academic success.

Program Administration

11. Participate in staff development activities required by the Migrant Education Program or identified by the Migrant Director or supervisor. Participate as a member of the MGS/MSA Professional Learning Community, including both online and face to face networking and workshops.
12. Maintain a daily log of supplemental interventions with and on behalf of migrant youth in a manner approved by the Migrant Director. Share log of services with the Migrant Records Clerk so he/she may document interventions through appropriate supplemental codes in the Migrant Student Information System.

Detailed MSA Responsibilities – Sample Activities

Career Education/Exploration

1. Build student work seeking/obtaining skills.
2. Provide access to career exploration opportunities, including interest/aptitude assessments.

Non Academic Guidance

3. Refer discipline, general attendance, gang related or motivational issues to the counselor.
4. Support counselor in identifying student interests and goals.
5. Help student see applicability of classes to real-life issues.
6. Support the parent engagement liaison to help families become involved in their children's school activities.
7. Coordinate with parent engagement liaison to help family understand graduation requirements, school attendance policies, and the value of participation in extracurricular activities.
8. Encourage building level staff (teachers, counselors, etc.) understanding of unique needs of migrant families.
9. Creatively help family keep child in school through end of grading period.

Community Services-Collaboration/Outreach

10. Initiate and facilitate meetings of students and families with school program and community service representatives in order to facilitate migrant family access.

Student Leadership/ Engagement

11. Model and support student development of effective communication, self advocacy, leadership, and action planning skills using research based learning strategies. Evaluate and document learning through pre- and post-assessments or skill inventories and self assessments.
12. Help students identify opportunities for quality culminating projects in the school and community.
13. Facilitate student and family participation in classes, workshops, conferences and events utilizing Student Leadership Program (SLP) curriculum (for grades 6-12) and other leadership skill development strategies.
14. Promote participation in personal and social skill building opportunities in school and community.
15. Support migrant students in gaining access to and participating in extracurricular activities.
16. Develop enrichment activities focused on the unique needs of migrant students.
17. Promote family access to appropriate role models.
18. Support the family's involvement in creating a High School and Beyond Plan based on the intended school of graduation through student led training.

Postsecondary Preparation

19. Help the student distinguish his/her college and scholarship applications from the competition, providing access to available and supplemental opportunities.
20. Organize and coordinate supported opportunities for students and families to investigate, identify, and apply for funding for postsecondary education. Advocate for needed scheduling and support so migrant families can participate in available opportunities.
21. Not later than 9th grade, help families learn what funding providers are looking for in successful applicants.