

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED POSITION

JCN: 565  
EXEMPT

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### MIGRANT EDUCATION – TEACHER

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Migrant Education and assigned supervisor, assist in the coordination of instruction and development of supplemental programs for students participating in the Migrant Education Program, in elementary and secondary educational settings.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist and collaborate with district or school staff in the design, development and delivery of all assigned projects or programs.
- Assist in diagnosing and prescribing for the needs of migrant students upon the request of the classroom teacher or administrative designee of Migrant Education.
- Assist in the development, implementation, monitoring and organization of a comprehensive educational program for students participating in Migrant Education.
- Conduct, collect and analyze student data to determine program needs and resources; determine needs and identify appropriate student placement.
- Coordinate and plan the work of instructional staff assigned to the program and provide input into performance evaluation process.
- Create regular and summer District Service Agreements for assigned district(s) as assigned, manage associated budget, budget revisions and service agreement amendments.
- Determine professional goals and objectives through the assessment and evaluation process.
- Implement and instruct all migrant program components as assigned, including and not limited to, English/Language Arts, Math, CAHSEE, Intervention, Cyber High and Credit Recovery; provide services to classroom teacher(s) and/or site administrator(s), at assigned district locations within Fresno County.
- Maintain professional standards and competence through participation in professional growth opportunities provided by the office of the Fresno County Superintendent of Schools (FCSS) and in self-directed professional growth activities; conduct and/or participate in in-service training programs.
- Prepare and maintain a current work schedule.
- Prepare, maintain and submit accurate records, reports, files and documentation for students participating in the Migrant Education Program; complete and submit attendance records and all other reports; prepare county and/or state reports as assigned and/or required.
- Provide a safe and optimal learning environment conducive to student learning.
- Provide appropriate and creative learning experiences that focus on integrating the California State Standards.
- Serve as a resource to regional, district and instructional personnel in developing strategies and interventions in working with migrant students and their families.
- Utilize instructional methods appropriate in meeting student cultural, academic and linguistic needs.
- Work closely with the parents of assigned migrant students; make periodic home consultation visits as needed.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-

- services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### **OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Work a flexible, itinerant schedule as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Behavior management strategies.
- Conflict resolution strategies and procedures.
- Current research, literature and programs which impact family interactions and development.
- Operations, policies and objectives relating to migrant education activities.
- Principles, practices, theories, methods, educational trends, techniques and strategies pertaining to serving migrant student populations.
- Program evaluation strategies.
- Research methods, report writing and data collection.
- Techniques and procedures regarding curriculum and instructional design and delivery systems.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### **ABILITY TO:**

- Communicate effectively in English and the dominant language of the majority of migrant students served by the district, both orally and in writing, and to a variety of audiences.
- Develop curriculum models and plan matching instructional activities.
- Establish and maintain effective working relationships with parents, district partners and community organizations.
- Plan, organize, develop, adapt and conduct a comprehensive teaching and instructional program for migrant student populations.
- Provide a motivating learning environment.
- Provide appropriate and effective learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.

- Travel to various district locations within Fresno County.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- Bachelor's degree.

### **EXPERIENCE:**

- Two years of classroom teaching experience preferred.
- Experience working with migrant student population, agencies and/or services for migrant families preferred.

## **LICENSES AND OTHER REQUIREMENTS:**

- Valid California Multiple Subject or Single Subject Teaching Credential or eligibility to be granted a credential or permit authorizing teaching at the elementary or secondary level; English Learner Authorization.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Read, speak, translate and/or write in a designated second language.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire may be required.
- Valid First Aid and CPR certificate issued by an authorized agency within one year of date of hire may be required.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others;

- understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: March 1, 2010

Revised: June 11, 2015; July 1, 2015; April 12, 2018; April 17, 2019