

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### INSTRUCTION

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JD 4200.1

## MIGRANT COMMUNITY SUPPORT SERVICES ASSISTANT

### Definition

Under general supervision, to serve as a home school liaison; to provide direct service to identified migrant parents and their children; to complete reports and records related there to; and perform other related work as required.

### Responsible to

Coordinator of Special Projects

### Examples of Duties

1. Monitors the student enrollment process and assists in the training of District personnel on the Migrant Student Record Transfer System (MSRTS).
2. Reviews eligibility records for accuracy, completeness, and compliance with state and federal regulations governing Migrant Education using Certificates of Eligibility (COE).
3. Provides assistance, instruction and materials to parents/children in the areas of primary language stimulation, pre-reading and/or reading skills.
4. Offers encouragement, information and instruction in the areas of parent education and home-school interaction.
5. May maintain timely communication with appropriate classroom teachers through conferences and written reports required by Migrant Education Services.
6. Collect significant data on students through teacher/parent conferences to assist in planning and to maintain required student records.
7. May provide emergency health related services or support to qualified students.
8. May provide direct supplemental services to identified categorically funded students on a regular basis.
9. Provides age-appropriate developmental information and activities to parents.
10. May facilitate group meetings with parents.

### Qualifications Guide

#### Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and composition.

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2. General purposes and goals of general education and special programs.
3. Language acquisition theory.
4. Cultures of both dominant and minority language groups, as needed.
5. Effective parenting skills.

#### **Ability to:**

1. May need to read, write and speak fluently in both English and Spanish.
2. Demonstrate patience, warmth and maturity in dealing with students, parents and teachers.
3. Assist in the optimum adjustment of students and parents to school and community life.
4. Model effective parent/child language interaction.
5. Implement appropriate lessons.
6. Use the general concepts of child growth and development.
7. Perform routine record keeping and prepare written reports.
8. Establish and maintain effective working relationships with those contacted in the course of work.
9. Work in homes during morning and/or evening hours and/or weekends, as needed.

#### **Training and Experience**

None are required, but some practical experience in working with school and community programs is preferred. Willing to take additional training to implement assigned program.

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#### **Licenses**

Incumbents must be able to provide their own transportation to and from field assignments. Any employee required to perform duties requiring travel shall be reimbursed for necessary and reasonable expenses as authorized by the District. Employment is contingent upon continuance of a satisfactory driving record and proof of maintenance of vehicle insurance coverage.

#### **Education**

Equivalent to the completion of the twelfth grade, including or supplemented by courses in child development and language acquisition, as needed.

Job Description Adopted: June 16, 1997

**Migrant Community Support Services Assistant**

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