

San José Unified School District

San José, California

TITLE: MIGRANT EDUCATION ADMINISTRATOR

REPORTS TO: Director, Bilingual and Professional Development

SUPERVISES: Extended Day and Saturday Migrant Program Staff
Staff Secretary I
Migrant Recruiter
Migrant Resource Teacher

JOB GOAL: The Migrant Education Program Manager provides the leadership in the development, coordination and implementation of the instructional, parent, and supportive components of the comprehensive District Service Agreement plan within prescribed State and Federal guidelines.

Performance Responsibilities:

1. Coordinate Migrant Education summer, Saturday, extended-day and Even Start Preschool Programs.
2. Budget development in accordance with federal/district guidelines and grant application. Monitor budget; revise and/or amend, keep records up to date, sign requisitions and be responsible for expenditures of funds.
3. Develop the state program application coordinating district goals and policy with the migrant program. Attend monthly State directors meetings to coordinate all state and federal mandates.
4. Coordinate and assist in the planning of monthly Parent Advisory Committee meetings. Assist in planning parent education and inservice activities.
5. Aggregate necessary documentation for preparing funding application.
6. Coordinate and implement the PASS Program through the regular, extended and summer school term to enable students to earn semester credits for high school graduation.
7. Coordinate student activities as appropriate or necessary; tutorial programs, annual Youth Leadership conference, Migrant Honor student/scholarship, study trips, etc.
8. In conjunction with classroom teachers, conduct a local Needs Assessment for all identified migrant students.
9. Compile an annual State Performance data report of instructional and support services for the California Department of Education.
10. Provide educational services to students by maintaining student records for use in credit accrual, monitoring academic growth to meet the guidance needs of students and to assist with program planning.
11. Assist school staffs to coordinate program activities, objectives in the area of instructional services to eligible students; Saturday School, Summer School, regular school year.

12. Disseminate information pertaining to student academic concerns, and or needs through conferences, home visits and other communication means.
13. Coordinate the Even Start (MEES) Program activities, and objectives.
14. Serves as a staff resource regarding Identification and Recruitment State and Federal Guidelines.
15. Prepare the applications, budgets and report for the Community Based English Tutoring Program.
16. Manage the implementation of the above specified programs in a fiscally responsible manner, according to state and federal funding guidelines.
17. Develop, implement, and supervise Adult ESL classes.
18. Assist with other duties as assigned by the Director of Bilingual Education and Staff Development.

Qualifications:

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Five years of successful teaching experience.
4. Experience and knowledge of desegregation, categorical funding, and general education programs.
5. Demonstrate organizational, leadership, and time management skills.
6. Demonstrate diplomacy, flexibility, perseverance, and a good sense of humor.
7. Ability to work with wide variety of interest and community group.
8. Ability to make public presentations.
9. Spanish Bilingual Preferred.
10. Physical and emotional stamina.

Terms of Employment:

Salary Range: Appropriate level and step of Administrative Salary Schedule, Range 21

Work Year: 221 days

Evaluation: Performance of this position will be evaluated in accordance with provisions of the Administrator Evaluation Process.

Credential: Appropriate California Administrative C