

## **Migrant Education Parent Engagement Liaison Job Description**

The Migrant Education Parent Engagement Liaison involves initiating collaboration with migrant parents and includes those in established migrant parent groups. This position is aimed at supporting them in their acquisition of skills related to advocacy and participation in school systems as well as facilitating parent training in areas specific to migrant program goals. The incumbent on this position is also responsible for utilizing the resources of the home, school, and community to maximize the experience of schooling for eligible migrant students' ages 3 through 21 in the attainment of a high school diploma or its equivalent. This is a grant funded position.

### **Required Qualifications:**

- Bachelor's degree in social work, social service, education or other related area;
- Previous experience as a caseworker, teacher or other experience involving direct services to families, children, and young adults;
- Bilingual in Spanish or any other language;
- Valid Arkansas Driver's License;
- Must be willing to travel;
- Must be flexible, in order to work weekend and/or evening hours when needed;
- Must be able to complete accurate and timely reports.

### **Desired Qualifications:**

- Previous experience with regional service agencies is helpful;
- Knowledge of appropriate support services and agencies, and ability to assist parents/families in promoting educational achievement and health/support services access;
- Working knowledge of the Migrant Education Program and services

### **Essential Function and Responsibilities:**

- Develop an effective parental involvement program for the region with staff and parents;
- Coordinate and plan a minimum of four parent meetings a year and assist local staff to empower parents;
- Act as a resource person and trainer for the site parent activities and liaison with State parent involvement efforts;
- Meet personally with migrant parents for all students who fall into the Priority for Service (PFS) group and communicate on a regular basis throughout the year to keep the parents apprised of their child's academic progress;
- Prepare at least one parent workshop or provide information about pertinent issues for secondary students to individual parents;
- Identify migrant parents as potential Parent Advisory Council (PAC) members;
- Involve parents in an organized, ongoing, and timely way with the implementation of the Migrant Education Program through planning, implementation, and evaluation;
- Meet with the local Parent Advisory Council members every other month;

- Coordinate and plan a State wide Parent Advisory Council meetings one-two times per year;
- Maintain effective communications with other Migrant Education Parent Involvement Liaison through phone calls, meetings, and mailings;
- Interpret and translate (oral or written) for parents and Migrant staff as needed;
- Maintain effective communications with and provide regular program updates to the Migrant Education State Director;
- Provide assistance as a liaison between the home, school, and community;
- Promote activities between students, parents, educators, and communities and assist schools and parents to organize and maintain an active Parent Advisory Council (PAC);
- Share with migrant parents and students all school services/programs available to them;
- Network with other agencies providing services to migrant students to ensure a coordinated service- delivery system;
- Refer migrant families to appropriate health, social or legal services in order to meet the needs of the migrant student's successful participation in school;
- Prepare documentation such as a home visitor log, which reflects major home visitor activities;
- Perform other duties as assigned.

### **Professional Development Requirements:**

- Attend all required program staff meetings and workshops.
- Participate in required State Migrant Education trainings and workshops.
- Participate in self-selected conferences and trainings to maintain and enhance skills necessary to perform job duties.