

Title I, Part C RECRUITER POSITION

The duties of the Title I, Part C Recruiter of Crowley's Ridge Educational Service Cooperative will include, but not be limited to, the following:

- Work under the direction of the Cooperative Director and the Title I, Part C Program Specialist.
- Identify and recruit migratory students of agricultural workers through schools, home interviews, businesses, churches, and communities in the assigned region.
- Work in collaboration with school personnel (counselors, secretaries, etc.) to screen enrollment of new students and follow up with parents to assess family eligibility and family needs.
- Obtain training and information to remain current on all Federal and State COE requirements and standards.
- Become familiar with Arkansas school districts, communities, processing plants, and agribusinesses in order to continually survey the area for migratory families on an ongoing basis.
- Establish working relationships with other community resources, agencies, and agribusiness personnel.
- Work with other State Title I, Part C Recruiters to ensure all new students in the area are being interviewed and assessed for program eligibility.
- Attend State and National ID&R training events as required by the State Director.
- Provide OSY instructional supports in Reading, GED, & Life Skills.
- Work in collaboration with non-project schools to leave and retrieve surveys as needed.
- Must support the Migrant Education Continuous Improvement Cycle.
- Respond to inquiries for the purpose of providing information and/or direction relative to Title I, Part C recruitment. Serve as liaison with a variety of outside and community individuals/agencies for the purpose of conveying and/or receiving information and coordinating migratory recruitment activities.
- Maintain positive relationships with community-based individuals and groups; cooperative personnel, school personnel, and ADE personnel.
- Follow CRESC policies and procedures, as well as State and Federal guidelines in all aspects of job performance.
- Maintain ethical standards of professional practice, including confidentiality in all matters related to cooperative business.
- Organize information in a manner that leads to positive job performance.
- Complete all forms, reports, surveys, and other required documentation in an accurate, timely manner.
- Utilize technology as required to promote efficient, effective program operations.
- Attend regularly.

Additional Duties and Responsibilities:

- The job requires flexible working hours, which may include early morning hours, evening hours, and occasional weekend hours. Frequent travel is required over a 5-county area.

Performance Factors/Job Competencies:

- Comply with all federal, state, and local laws and guidelines
- Adapt to change
- Collect, document, and report data accurately
- Meet all program responsibilities
- Communicate effectively
- Build collaborative relationships
- Must have a valid Arkansas Driver's License
- Must have reliable transportation

Interested parties should email Michelle McBride at mmcbride@crmail.k12.ar.us. Please go to the Crowley's Ridge Education Website at crowleys.k12.ar.us to fill out an application under the tab CRESC Employment Opportunities. This is a grant-funded position.

Serving Public Schools in:

Craighead County: Bay, Brookland, Buffalo Island Central, Jonesboro, Nettleton, Riverside, Valley View - **Crittenden County:** Earle, Marion -
Cross County: Cross County, Wynne - **Jackson County:** Newport - **Mississippi County:** Armorer, Blytheville, Gosnell, Manila, Osceola, Rivercrest -
Poinsett County: East Poinsett County, Harrisburg, Marked Tree, Trumann

“AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER”