

Title 1, Part C Student Support Staff

Job Description

Crowley's Ridge Educational Service Cooperative has an opening within the Title I, Part C Education Program for a Student Support Staff. This will be a 240-day contract, and the salary will depend on education and experience. This position will begin immediately and is grant-funded.

This person will assist the Title I, Part C Specialist with student support for Pre-K, OSY (out-of-school youth), non-project school districts, and student events throughout the year. They will also assist with parent meetings, implementing new programs, summer programs, and summer recruiting of students and OSY, along with other duties as assigned.

Travel is required. You must have a valid driver's license and reliable transportation. Mileage reimbursement is provided.

Description

The Title I, Part C Student Support Staff for Out of School Youth (OSY) and Preschool is responsible for utilizing the resources of the home, school, and community to maximize the schooling experience for eligible students of migratory workers ages 3 through 21 in the attainment of a high school diploma or its equivalent. They will also work with schools and service agencies to advocate and assist all students in developing self-concepts, educational competencies, etc., to become responsible and productive members of society. This is a grant-funded position.

Qualifications

Required:

- Minimum of a high school diploma or certificate of equivalency
- Ability to perform data entry using a computer along with strong attention to detail
- Ability to communicate and work well with diverse populations, and willingness and ability to adhere to the statewide procedures and standards.
- Must have a valid driver's license.

Preferred:

- Associate degree or Paraprofessional Certification; and experience in the Arkansas Title I, Part C Education Program and services
- Bilingual in English and Spanish (or other languages in high need)
- Experience working with migrant families, students, or speakers of other languages

Essential Functions and Responsibilities:

- Maintain a working knowledge of guidelines, regulations, and procedures relevant to the Title I, Part C Education Program
- Develop and maintain an understanding of educational initiatives, developmentally appropriate programs, government and social services, parental involvement activities, etc., which are available for migratory students, and multicultural awareness issues as appropriate
- Provide OSY instructional support in Reading, GED, & Life Skills
- Provide instructional support to preschoolers 3-5 toward kindergarten readiness
- Maintain a positive working relationship with appropriate stakeholders, funding agents, and coop staff

- Act as an advocate for the Title I, Part C Education Program and migratory students by explaining the components of the program to parents, schools, social service agencies, and other appropriate community agencies
- Maintain all required and appropriate records and necessary documentation accurately
- Help plan, conduct, and evaluate the summer school program and summer in-home program
- Assess the accomplishments and progress of students on a regular basis, provide reports as required, and through collaboration, refer issues and concerns to the appropriate agency(ies)
- Maintain effective communication with and provide regular program updates to the Supervisor
- Involve parents in an organized, ongoing, and timely way with the implementation of the Title I, Part C Education Program through planning, implementation, and evaluation
- Attend local and statewide trainings
- Maintain effective communications with other Title I, Part C education staff and the migrant education central office through phone calls, meetings, and mailings
- Interpret and translate (oral or written) for parents, staff, and school personnel as a supplemental service as needed
- Must support the Title I, Part C Education Continuous Improvement Cycle
- Perform other duties as assigned

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 five-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 reliable transportation

Primary Location	CRESC
Salary Range	\$33,000-34,200/Per Year
Shift Type	Full-Time

Job Contact Information

Name	Michelle McBride
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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:** Armorel, Blytheville, Gosnell, Manila, Osceola, Rivercrest - **Poinsett County:** East Poinsett County, Harrisburg, Marked Tree, Trumann

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