

SAMPLE

General Statement of Duties:

Migrant Student Service Providers (SSP) and/or Recruiters will provide classroom support services as needed to meet the unique educational needs of migrant students, supplemental services as needed to help students successfully meet the educational standards of the local school system and state, and educational support for drop-outs and out-of-school youth (OSY).

Instructional Duties:

1. Consider home/school/community factors when addressing academic needs.
2. Share relevant information with classroom teachers.
3. Assist teachers in determining need for instructional services by completing migrant student Priority for Services forms (PFS).
4. Make appropriate home visits.
5. Provide tutorial services as needed in conjunction with the classroom teacher.
6. Communicate progress and needs of migrant students to classroom teachers.
7. Promote and encourage parental involvement in the educational program.
8. Initiate, or participate in, dropout prevention programs for migrant students.

Identification and Recruitment Duties:

1. Identify and establish contact with local employers of migrant labor.
2. Establish a procedure for screening for new student enrollees on a regular basis.
3. Establish and maintain community contacts enabling timely information on newly arriving migrant families.
4. Visit labor camps, employers of migrant labor, local motels/trailer parks, coin laundries, ethnic food stores and any other locations where migrant laborers and their families may be found. Initiate enrollment activities.
5. Maintain contact with GaDOE recruiters and resource specialists.
6. Interview prospective participants and complete Certificate of Eligibility (COE) documents and submit following the guidelines in the Georgia Migrant Education Program Identification and Recruitment and Data Collections Handbook.
7. Create, update, and follow the local Identification and Recruitment (ID&R) Plan.

Documentation Duties:

1. Maintain the Supplemental Services Tracking Form of all instructional and supplemental services provided.
2. Complete and submit reports as directed indicating services rendered to students.
3. Maintain completed copies of all migrant PFS.
4. Submit withdrawal forms in a timely manner (within a week of withdrawal).
5. Provide a written daily schedule to the school, the contact person and the regional office.
6. Maintain additional documentation as directed by the GaDOE regional office.
7. Track graduation rates for migrant high school students.
8. Meet the established deadlines for completion of all paperwork and reports required by your district, the regional MEP office, and/or the GaDOE.

Additional Duties:

1. Attend appropriate workshops and in-service meetings.
2. Maintain a travel log and submit travel expense reimbursement forms as required by the district.
3. Work closely with the regional MEP staff in preparation for special events such as college awareness programs, summer programs at ABAC, UGA, and GSU, parent advisory council meetings, awards and honors programs and summer schools.
4. Involve migrant parents in community interest programs, local and state PACs, Comprehensive Needs Assessment (CNA) meetings, PTA/PTO, and other school events.