

<b>FNSBSD JOB DESCRIPTION</b>	
<i>Job Title:</i> Migrant Records Manager	
<i>Supervisor:</i> Executive Director of Federal Programs	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 8

**Job Summary**

Identifies migrant families in the district; implements service plan in collaboration with the executive director of federal programs; monitors program services and student progress, gathers information for state agency reports; works with tutors serving migrant students; recruits and schedules part-time temporary staff to assist with identification of migrant eligible students.

**Essential Job Functions**

Manages paperwork for student identification, qualification and services; monitors enrollment, transfer, and withdrawal of migrant students through direct and computerized documentation.

Maintains and updates student data, using a database that identifies and tracks migrant program students' eligibility and academic need; compiles, collates and presents data for reports to meet federal requirements.

Recruits, trains, and schedules and supervises temporary personnel in the function of recruiting migrant eligible students, as well as temporary staff providing supplemental services to migrant families and students.

Maintains timesheets for the migrant program recruiters and other temporary employees.

Screens, selects, orders, and distributes materials to support program components; plans and carries out student and family centered activities as required by program and grant components.

Participates in Title I Consolidated Application planning with the executive director of federal programs.

Shares information regarding the migrant education program to groups such as at Title I meetings and school staff meetings.

Participates in the interviewing and hiring of tutors for the program.

Communicates regularly with tutors to both provide and receive student information updates.

Makes contact with migrant programs within the state related to students withdrawing from the Fairbanks program and moving to new communities.

Maintains confidentiality of student records.

Enters purchase requisitions for supplies, student scholarships and honorariums for presenters.

Prepares budget transfer requests, as needed.

Tracks and maintains equipment and supply inventories for the migrant program.

Collaborates with other programs in the federal programs department and with schools or other departments in the district. Collaborates with local community service providers and camp organizers.

Maintains regular communication with nutrition services department to help expedite service to migrant eligible students.

Participates in an annual fall training provided by the state department of education and other professional development opportunities.

Participates in the migrant budget creation and revision with the executive director of federal programs and Title I budget specialist.

Collaborates with the executive director of federal programs in planning, preparing, and facilitating parent events. Develops flyers, programs, brochures, and agendas for parent events.

Reviews and verifies Certificates of Eligibility (COEs) for children potentially eligible for the migrant program.

#### **Non-Essential Job Functions**

Performs other job-related duties as assigned.

#### **Equipment Used**

Standard office equipment including computer, iPad, phone, copier machine, fax, and projector.

#### **Independent Decisions**

The migrant records manager makes independent decisions as needed to maintain the functions of the program pursuant to supervisory directives and program plans.

#### **Primary Working Contacts**

Staff in federal programs, migrant program recruiters, migrant tutors, migrant families and students, school site staff, as needed, to provide services.

#### **Responsibility for Cash, Equipment, Safety**

None.

#### **Supervision Received and Exercised**

Works under the supervision of the executive director of federal programs; supervises migrant recruiters and/or temporary staff.

#### **Unusual Working Conditions**

May be required to work on the weekend or in the evenings.

#### **Evaluation**

Annual written evaluation.

#### **Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens.

Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items

weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. High school diploma or GED equivalent.
2. Experience with identification, purchase, and distribution of materials.
3. Must be able to employ tact and diplomacy in communicating with people from a variety of backgrounds.
4. Skill in the use of Microsoft Office.
5. Skill in creating flyers and brochures.
6. Ability to use computer software programs to maintain database of students and to access student records.
7. Able to work independently.
8. Ability to perform assigned duties efficiently and accurately.
9. Ability to organize and prioritize tasks.
10. Proven ability to maintain effective working relationships with staff and supervisors.

The following are preferred:

1. Supervisory experience.
2. Experience planning and coordinating events.
3. Associate of arts or bachelor of arts degree.
4. Knowledge of federal programs, related state regulations, and issues related to migrant education.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**