



**INVITES APPLICATIONS FOR:  
Recruiter, Migrant Education**

(Douglas/South Lane Counties)

This position supports the implementation of Migrant Education services in Region 28, including the recruitment of students whose families move frequently due to employment involved in seasonal agriculture, forestry and fishing industries, and providing education, health and social service referrals.

<b>Closing Date</b>	<b>Start Date</b>	<b>Salary</b>
<b>March 19, 2018 Or Until Filled</b>	<b>Immediately upon selection</b>	<b>\$14.41 – \$20.49 per hour</b>
<b>185-Day position – 1.0 Full-Time Equivalency (FTE)</b>		

**About Lane ESD**

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon’s educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at [www.lesd.k12.or.us](http://www.lesd.k12.or.us)

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

**About Lane ESD’s Lane Migrant Education Program**

Lane ESD Migrant Education Program (MEP) provides Title IC administration, identification and services for 29 school districts in Lane and Douglas counties.

Title IC funds support high quality education programs for migratory children and help ensure that migratory children who move among the states are not penalized in any manner by disparities among states curriculum, graduation requirements, or state academic content and student academic achievement. MEP services include: 24 hour accident insurance, parent involvement and meetings, referrals to community resources, academic support, college and career transition classes, pre-school support, and summer school.

**CORE VALUES**

**Equity ...**  
*we support a respectful work environment and access to educational services to all students*

**Commitment ...**  
*to district and student success*

**Leadership...**  
*that is informed, responsive, visionary and planful*

**Collaboration...**  
*actively engaged with our partners to achieve success*

**Integrity...**  
*approach our work with ethical actions, making and keeping commitments, courage and humility*

## Position Available –Recruiter, Migrant Education

*We are looking for talented, forward thinking, energetic candidates who can support Lane ESD’s Vision and Core Values.*

### Key Responsibilities

- a. Research qualifying work in the region by contacting employers, conducting internet searches, and interviewing experts; maintain knowledge of low income housing and social services.
- b. Assist with the timely identification and recruitment of eligible students.
- c. Systematically follow up with referrals, including cold calls, home-visits, meeting with employers and employees.
- d. Complete Migrant Education Program paperwork, including the Certificate of Eligibility, keep accurate records and respond to questions.
- e. Ensure that students are provided with Migrant Education Program (MEP) funded services.
- f. Serve as a liaison between participating students and families, program education services, schools and community resources including health and social services as appropriate.
- g. Attend State meetings and trainings as required.
- h. Perform other duties as assigned.

### Qualifications

1. High school diploma or equivalent.
2. Basic proficiency in the use of computers including internet, email, calendaring software and word processing and the ability to learn district specific software.
3. Ability to fluently speak, read, and write both English and Spanish required.
4. Experience in approaching and building good rapport with families from diverse backgrounds including socio-economic status, race, ethnicity and language is required.
5. A valid Oregon driver's license or ability to obtain one by date of hire is required.
6. Ability to learn and apply the federal regulations for the Migrant Education Program (MEP).
7. Knowledge of education, health and social services available preferred.

To Apply		
Click	Contact	
<a href="https://lesd.tedk12.com/hire/index.aspx">https://lesd.tedk12.com/hire/index.aspx</a>	(541) 461-8202 hr@lesd.k12.or.us	1200 Highway 99 North Eugene, OR 94702
<ul style="list-style-type: none"> <li>• <b>Applicants must complete an online application available at <a href="https://lesd.tedk12.com/hire/index.aspx">https://lesd.tedk12.com/hire/index.aspx</a> in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access.</b></li> </ul>		
Application Instructions and Requirements		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Applicants must complete an official Lane ESD application (see above link) to be considered for this position.</li> <li><input type="checkbox"/> Applications must include a cover letter, resume and two letters of reference.</li> <li><input type="checkbox"/> Only complete applications submitted by 5 p.m. on the closing date will be considered for the position.</li> </ul>		
Terms of Employment		
<ul style="list-style-type: none"> <li>• <b>185-Day Position – 1.0 FTE. Benefits include: health insurance and 6 paid holidays per year. Applicants hired for this position are required to complete fingerprint-based criminal history verification and are responsible for the associated fees.</b></li> </ul>		
Selection Process		
<p>Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.</p>		

**Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.**

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity