



**INVITES APPLICATIONS FOR:**

**Program Assistant, Migrant Education,  
Records Management/Recruiter**

This position is responsible for maintenance of Migrant Education Program (MEP) records documenting student enrollment and services. The position also serves as a Recruiter 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>July 7, 2017 or until filled</b>	<b>Upon Selection</b>	<b>\$ 15.43 – 21.95 per hour (consideration may be given for applicable experience)</b>

**210-Day position – 1.0 Full-Time Equivalency (FTE)**

**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.

**Posting Date:** June 23, 2017

**Posting No:** 17022

**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 – Program Assistant, Migrant Education

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

## Key Responsibilities

- A. Maintain MEP program records, including student records as required to meet MEP needs.
  - 1. Complete timely and accurate entry of student and program data.
  - 2. Compile and aggregate data from multiple sources (electronic and otherwise) to meet program reporting needs, including the identification of priority for service students.
  - 3. Prepare and distribute routine and specialized reports as required. (e.g. Enrollment, expiration, and re-qualifying reports.)
  - 4. Assist consortium districts in meeting reporting requirements and deadlines and maintain records including MEP withdrawal, enrollment and re-enrollment process.
  - 5. Serve as resource to consortium districts staff on use of report information application of program regulations, and referrals to community resources.
- B. Serve as a Migrant Education Recruiter:
  - 1. Assist with the timely identification and recruitment of eligible students.
  - 2. Systematically follow up with referrals, including phone calls, home-visits, meeting with employers and employees.
  - 3. Complete MEP paperwork, including the Certificate of Eligibility, keep accurate records and respond to questions.
  - 4. Assist in ensuring that students are informed on MEP funded services.
  - 5. Serve as a liaison between participating students and families, program education services, schools and community resources including health and social services as appropriate.
  - 6. Attend State meetings and trainings as required.
- C. Track and maintain spreadsheets for program budget expenditures.
- D. Perform other duties as assigned.

## Qualifications

- 1. High school diploma or equivalent and two years of general office experience or a combination of post high school education and experience are required.
- 2. Proficiency in the use of spreadsheet, database and word processing software as well as other standard productivity software necessary to perform the duties of the position.
- 3. Advanced knowledge and conceptual understanding of databases is required.
- 4. Knowledge of basic bookkeeping skills are required.
- 5. Ability to fluently speak, read, and write both English and Spanish required.
- 6. Demonstrated experience in successfully working with families from diverse backgrounds including socio-economic status, race, ethnicity and language is required.
- 7. A valid Oregon driver's license or ability to obtain one is required.
- 8. Ability to obtain certification related confidential records management as required to access state and national online data systems and recruiter requirements.
- 9. 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) 461-8244 hr@lesd.k12.or.us 1200 Highway 99 North Eugene, OR 94702

- Applicants must complete an online application available at <https://lesd.tedk12.com/hire/index.aspx> 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.

### Application Instructions and Requirements

- Applicants must complete an official Lane ESD application to be considered for this position.
- Applications must include a cover letter, resume, and two letters of reference.
- Only complete applications submitted by 5 p.m. on the closing date will be considered for the position.

### Terms of Employment

- 210-Day Position – 1.0 FTE. Number of work days for the 2017-18 school year is based on date of hire. 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.

### Selection Process

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.

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