



We are pleased to announce that we are seeking qualified applicants for the position of
HIGH SCHOOL EQUIVALENCY PROGRAM (HEP) RECRUITER

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 High School Equivalency Program (HEP) Recruiter
 20 hours/week, Mon-Fri, 189 days/year (pro-rated for the remainder of 2021-22)

LOCATION: High Desert Regional Education Center, Redmond

START DATE: As soon as the candidate is identified

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, starting range \$16.95 - \$20.63/hr
 Benefits include pro-rated insurance package, sick leave and paid holidays, generous PERS contribution

QUALIFICATIONS: **DEFINITION**

The High School Equivalency Program (HEP) is funded by the U.S. Department of Education. It is a secondary migrant education program designed to assist migrant and seasonal farm workers to earn their General Education Development (GED) certificate. HEP's goal is to help students further their education and knowledge so they may qualify for more rewarding employment or enroll in vocational or technical schools, two-year community colleges, four-year universities or military services.

Better Together in partnership with HDESD seeks a Recruiter who will be able to identify students interested in obtaining their Spanish GED. The recruiter will conduct visits and interviews to help students to qualify for the HEP program. This position will report to the Director of HEP.

Importantly, we recognize and honor that the qualifications required to excel in this position can come from a range of both professional and lived experiences. In the attached job description, it has been described what we believe to be important qualifications for the ideal candidate while remaining open to the wealth of experiences the ideal candidate can contribute to this role. Position descriptions are often presented in a way that leaves qualified candidates feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

Please see attached job descriptions for more information, qualifications and responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT:

DIRECT YOUR INQUIRES REGARDING THIS POSITION TO
 Karina Smith, 541.693.5663, karina.smith@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website www.hdesd.org or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Specialist
 High Desert ESD
 2804 SW Sixth Street
 Redmond Oregon 97756
 Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action, equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 4/18/2022

DIRECTOR OF HUMAN RESOURCES
Posting # C21-22/153

Oregon Health Authority administrative rule 333-019-1030 requires that, by October 18, 2021, all teachers and school staff either be fully vaccinated against COVID-19 or have been granted a medical or religious exception. "Fully vaccinated" is defined as the point in time 14 days after receiving all required doses of an approved COVID-19 vaccine (currently two shots of Pfizer or Moderna vaccine, or one shot of Johnson & Johnson vaccine).

Upon job offer, and prior to their first day of work, successful candidates will need to submit proof of COVID-19 vaccination or a medical or religious exception.

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Definition

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Qualifications

Must have an understanding of group/teamwork and collaborative skills. Ability to work with limited direct supervision and possess the skills to be self-motivated and focused on daily tasks. The recruiter must be bilingual in Spanish and English and have a comprehensive understanding of the unique educational and cultural needs of migrant students. Ability to interview potential migrant clients and complete legal certification forms with accuracy and efficiency and maintain confidentiality of all information. Must have access to reliable transportation for required travel. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Classification Classified

Reports To Migrant Education Director

Performance Responsibilities

1. Assists with screening, identification, and registration of target migrant students. Identification and recruitment process may require evening and/or weekend work responsibilities
2. Work with the HEP Program Director and Program Coordinator to serve as a link between families and the broader community by referring families to local resources
3. Accurately and completely document information that establishes eligibility
4. Collect data that is required to enroll eligible students in the database
5. Gather and submit information required for program reports, establish and maintain an orderly system of records and ensure the security of all confidential information
6. Maintain and keep on file a daily log of all activities and time involved with each activity related to the home visitations and recruitment process
7. Coordinates with local growers, crew leaders, and social services agencies to establish possibilities for recruiting migrant youth
8. Communicate regularly and appropriately with team and Migrant Director
9. Comply with HDESD Performance Standards
10. Completes other duties assigned by the Migrant Director

Terms of Employment

Salary, benefits and vacation are established by policy and the collective bargaining agreement.