



We are pleased to announce that we are seeking qualified applicants for the position of  
**MIGRANT EDUCATION 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):** 2 **Migrant Education Recruiter**  
**40 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 candidates are identified

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

**QUALIFICATIONS:** **DEFINITION**  
 The Migrant Education Recruiter establishes contact with migratory families to provide information and to identify and recruit children who qualify for the Migrant Education program. The Central Oregon Migrant Education Program is a federally funded program administered by the High Desert ESD. The program provides supplemental educational support services for migratory children. The basic purpose of the Migrant Education Program is to assist local school districts with improving and coordinating the educational continuity for the children of the nation's migratory workers who have had their schooling interrupted.

**QUALIFICATIONS**

High School Diploma, GED, or equivalent diploma from another country will be accepted. 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 bilingual/bi-literate 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 the confidentiality of all information. Requires the ability to perform significant reaching, bending, stooping, crouching, and lifting. Must have access to reliable transportation for required travel, and consistent attendance is expected. Applicants must have a 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.

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
 Karina Smith, 541.693.5663, [karina.smith@hdesd.org](mailto: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 HDES website [www.hdesd.org](http://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](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES, 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 HDES requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 5/17/2022  
 DIRECTOR OF HUMAN RESOURCES  
 Posting # C21-22/154-6329

# **MIGRANT EDUCATION RECRUITER**

## **Definition**

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## **Qualifications**

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**Classification** Classified

**Reports To** Migrant Education Director

## **Performance Responsibilities**

1. Learns and keeps abreast of all federal regulations pertaining to the Migrant Education Program (MEP). Completes state and local recruiter training and attends recruiter meetings regularly. Follows all procedures in the ID&R handbook and directives of state and federal Migrant programs
2. Identifies and recruits program participants: Works with school staff, parents, and community contracts to identify migrant students in Central Oregon as well as out-of-school youth, and documents student's eligibility. Ability to interview prospective Migrant families and determine its eligibility's certification with accuracy and efficiency. Collects surveys from schools, conducts/participates in events, and presentations to recruit and identify eligible migrant students both in school and out of school. Uses the recruitment calendar as well as knowledge about local agricultural conditions to plan and implement recruitment activities. Correctly completes Certificate of Eligibility and enters appropriate data in a timely manner.
3. Works in collaboration with school districts and community partners to serve as a link between migrant families, school personnel, and employers with sensitivity to culture, respect for people and activities taking place in homes or places of business, and in accordance with confidentiality policies.
4. Ability to present information related to the program and/or services to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
5. Acts as liaison between program and community. Raises awareness and visibility of MEP and the migrant farm worker community with area agencies.
6. Organization and planning skills to identify, recruit, serve, and track students' data in an accurate and timely manner.
7. Knowledge of office procedures and operation of office equipment.
8. Gather and submit information required for program reports, establish and maintain an orderly system of records and ensure the security of all confidential information
9. 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
10. Ability to work: closely with others as part of a team, independently and cooperatively, and collectively by identifying, prioritizing, and problem-solving unique needs of migrant students
11. Visits homes, deliver materials, and participate in supplementary programs as needed to support students' academic success
12. Communicate regularly and appropriately with the team and Migrant Director
13. Comply with HDESD Performance Standards
14. Completes other duties assigned by the Migrant Director

## **Terms of Employment**

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