



# We are pleased to announce that we are seeking qualified applicants for the position of MIGRANT EDUCATION GRADUATION SPECIALIST

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** **Migrant Education Graduation Specialist**  
**40 hours/week, Mon-Fri, 189 days/year (pro-rated for the remainder of 2022-23)**

**LOCATION:** **High Desert Regional Education Center, Redmond**

**START DATE:** As soon as possible

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, starting range \$18.71 - \$22.76/hr  
Benefits include family insurance package, sick/personal leave and paid holidays, generous PERS contribution

**QUALIFICATIONS:** **DEFINITION**  
The Migrant Education Graduation Specialist is responsible for developing and providing an academically enriching environment where students grades 6-12 fulfill their potential for intellectual, emotional, psychological, academic growth, and personal wellness with a specific plan for success.

The Migrant Graduation Specialist (MGS) will act as an advisor, liaison, and facilitator for migrant students in order to help them complete middle and high school and pursue post-secondary opportunities. The MGS will work primarily with a caseload of the most at-risk migrant students, and secondarily, will conduct building-wide activities for all migrant students as the need arises. All MGS services will focus on the unique and supplemental needs of the mobile migrant student and will not supplant those activities conducted by other building staff such as counselors, home visitors, and teachers.

### QUALIFICATIONS

This position requires bilingual skills in Spanish and English, as well as experience working with secondary school aged migrant students in an educational setting and knowledge of economic, social, cultural, and psychological factors influencing migrant students and families. Knowledge of secondary school programs and state and local graduation requirements is necessary. The Specialist must have experience working independently, semi-independently, and in collaborative teams. Human relations, time management, and personal organizational skills are expected. Must be available to work a flexible schedule. Reliable transportation and consistent attendance is required. Prefer knowledge of school and community resources available to migrant students and families, including technical education, career awareness, and post-secondary education opportunities. Must have knowledge of basic computer software programs. 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.

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Kayla Hefling, 541.310.6616, [kayla.hefling@hdesd.org](mailto:kayla.hefling@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 D 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

Jamie Benton, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.638.9654  
[jamie.benton@hdesd.org](mailto:jamie.benton@hdesd.org)

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

APPROVED: 11/16/2022

DIRECTOR OF HUMAN RESOURCES  
Posting # C22-23/133-6520

# **MIGRANT EDUCATION GRADUATION SPECIALIST**

## **Definition**

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The Migrant Graduation Specialist (MGS) will act as an advisor, liaison, and facilitator for migrant students in order to help them complete middle and high school and pursue post-secondary opportunities. The MGS will work primarily with a caseload of the most at-risk migrant students, and secondarily, will conduct building-wide activities for all migrant students as the need arises. All MGS services will focus on the unique and supplemental needs of the mobile migrant student and will not supplant those activities conducted by other building staff such as counselors, home visitors, and teachers.

## **Qualifications**

This position requires bilingual skills in Spanish and English, as well as experience working with secondary school aged migrant students in an educational setting and knowledge of economic, social, cultural, and psychological factors influencing migrant students and families. Knowledge of secondary school programs and state and local graduation requirements is necessary. The Specialist must have experience working independently, semi-independently, and in collaborative teams. Human relations, time management, and personal organizational skills are expected. Must be available to work a flexible schedule. Reliable transportation and consistent attendance is required. Prefer knowledge of school and community resources available to migrant students and families, including technical education, career awareness, and post-secondary education opportunities. Must have knowledge of basic computer software programs. 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. Organizes and facilitates senior seminars to support senior students with projects and college applications
2. Supports students throughout the scholarship application process
3. Obtains, maintains, keeps track of graduation data for migrant students
4. Provides assistance to students with financial aid applications
5. Arranges transportation and accompany students to field trips when necessary
6. Works in collaboration with schools, families, and students regarding their progress during school
7. Conducts referrals to services aligned to students needs that are available through the school district and/or community to reduce and/or eliminate identified barriers
8. Works with school counselors to monitor and track assistance and academic progress leading toward graduation
9. Facilitates appropriate scheduling options with school counselors and teaching staff for students to gain access to AP, CTE, or regular academic core course options leading to graduation and transition to postsecondary education or employment.
10. Ability to work collaboratively as part of a team, independently, cooperatively, and collectively by identifying, prioritizing, and problem-solving unique needs of migrant students
11. Communicates effectively, regularly, and appropriately with the team and Director
12. Establishes and maintains cooperative work relationships with HDESD employees, local education agency representatives and other contacted during the course of the work day
13. Participates in MGS meetings and trainings provided by Migrant Education Program
14. Follows established HDESD policies and procedures
15. Complies with HDESD performance standards
16. Completes other duties as assigned by the Migrant program Director

## **Terms of Employment**

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