



## **Migrant Ed Special Project Lead Job Description**

**POSITION TITLE:** Migrant Ed Special Project Lead – Temporary Hire  
**Pay Range:** \$35/hour DOE  
**Hours/Week** 35 hours/week  
**POSITION LOCATION:** SWRS District Office  
**Hire Period:** August 3<sup>rd</sup> – December 18<sup>th</sup>, 2020

**QUALIFICATIONS:** High school diploma; Must possess thorough knowledge of educational process and school operations; Must possess excellent verbal, written and interpersonal communications skills; Must be proficient in technology to include productivity and workstation software; Ability to work with parents, staff and students; Ability to establish and maintain communication with relevant community organizations; Ability to coordinate meetings and activities and work independently; must be able to lift 50lbs.

**Preferred:** Experience/knowledge of schools and communities within Southwest Region School District; experience with rural Alaska public education. Experience with GoogleDocs

**REPORTS TO:** Federal Programs Director

### **DUTIES AND RESPONSIBILITIES:**

1. Understanding of Title IC grant and prepare services that align with program goals
2. Lead migrant recruiting efforts during fall
3. Communicate with and provide support to site-based recruiters and coordinators
4. Support migrant manager in reviewing of migrant education applications
5. Organize, travel, and execute site based fall migrant recruiting events at each site
6. Organize, order, and ship supplies for program services under budgetary constraints
7. Prepare communication to parents regarding migrant program services, annual recruiting notifications, parent survey results, etc.
8. Communicates effectively with students, parents, and staff members
9. Promotes positive public relations for the school district
10. Ability to have flexible hours
11. Other duties as assigned