

POSITION AVAILABLE MIGRANT RECRUITER

The duties of the Migrant Recruiter of Crowley's Ridge Educational Service Cooperative will include but not be limited to the following:

- Work under the direction of the Cooperative Director and the Migrant Program Specialist.
- Identify and recruit migrant students through schools, home interviews, businesses, churches, and communities in the assigned region.
- Work in collaboration with school personnel, (counselors, secretaries, etc.) to screen enrollment of new students and follow up with parents to assess family eligibility and family needs.
- Obtain training and information to remain current on all Federal and State COE requirements and standards.
- Become familiar with Arkansas school districts, communities, processing plants, and agribusinesses in order to continually survey the area for migrant families on an ongoing basis.
- Establish working relationship with other community resources, agencies, and agribusiness personnel.
- Work with other State Migrant Recruiters to ensure all new students in the area are being interviewed and assessed for program eligibility.
- Attend State and National ID & R training events as required by the State Director.
- Provide OSY instructional supports in Reading, GED & Life Skills.
- Work in collaboration with non-project schools to leave and retrieve surveys as needed.
- Must support the Migrant Education Continuous Improvement Cycle.
- Respond to inquiries for the purpose of providing information and/or direction relative to Migrant recruitment. Serve as liaison with a variety of outside and community individuals/agencies for the purpose of conveying and/or receiving information and coordinating Migrant recruitment activities.
- Maintain positive relationships with community based individuals and groups; cooperative personnel, school personnel, and ADE personnel.
- Follow CRESC policies and procedures, as well as, State and Federal guidelines in all aspects of job performance.
- Maintain ethical standards of professional practice including confidentiality in all matters related to cooperative business.
- Organize information in a manner that leads to positive job performance.
- Complete all forms, reports, surveys, and other required documentation in an accurate, timely manner.
- Utilize technology as required to promote, efficient, effective program operations.
- Attend regularly.

Interested parties should email Pamela Castor at pcastor@crmail.k12.ar.us. Please go to the Crowley's Ridge Education Website at crowleys.crsc.k12.ar.us to fill out an application under the tab CRESC Employment Opportunities. The Crowley's Ridge Educational Service Co-op is an equal opportunity employer.