

**HOOD RIVER COUNTY SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION**

Title: Migrant Education Program - Graduation Specialist

Classification: Paraprofessional

Reports To: Director of Equity and Family Partnership/Migrant Education Program Director

Work Year: 191 Days/Year

Position Overview:

The job of "Para-Professional" is done for the purpose of facilitating student success in academic and interpersonal skills through independently implementing District approved curriculum; documenting teaching and student progress/activities/outcomes; addressing specific educational needs of students; providing a safe and optimal learning environment, and providing direct feedback to students, parents and administration regarding student progress, expectations, goals, representing the district as needed in special education meetings, etc.

The Migrant Education Program-Graduation Specialist will develop academic, career, and service learning opportunities to prepare our Migrant Education Program learners for individual learning skills and strategies, high school graduation, high school transitions, career and service learning placement and readiness skills, and exploration of post-secondary options.

Essential Job Functions:

- **Advises** parents and/or legal guardians of student progress for the purpose of supporting teacher's expectations, developing methods for improvements and/or reinforcing classroom goals in the home environment.
- **Assesses** and records student achievement for the purpose of providing feedback to students, parents and administration regarding students' progress, expectations, goals, etc.
- **May assist** teachers for the purpose of implementing curriculum.
- **Collaborates** with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
- **Instructs** students for the purpose of improving their success in academic, interpersonal and daily living skills through a defined course of study.
- **Directs** instructional assistants, volunteers and/or student aides for the purpose of providing an effective school program and addressing the needs of individual students.
- **Monitors** student activities (e.g. classroom, lunch, grounds, etc.) for the purpose of providing a safe and optimal learning environment.
- **May prepare** teaching materials and reports (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lesson plans and providing documentation of teacher and student progress.
- **Maintain** regular and predictable attendance to meet the needs of the students and the expectations of the District.

- **Reports** incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Participates** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.
- **Acts** as a home/school consultant with parents.
- **Translates** information between Hispanic parents and school employees within the program.
- **Promotes** the goals of the HRCSD Migrant Education Program.
- **Meets regularly** with HRCSD Migrant learners (HRVHS focus) on graduation progress monitoring and individualized career and service learning opportunities.
- **Develops partnerships** with community organizations to create opportunities for our Migrant learners and families.
- **Collaborates** with HRCSD staff on post-secondary planning and be a key communicator to our Migrant learners and families.
- **A flexible schedule** will be needed for after-school and evening events that promote graduation and post-secondary options.

Minimum Qualifications:

- Possession of an Associate's Degree/two years of college (72 college credits) or passing grade on CBEST or equivalent rigorous test.
- Bilingual English/Spanish skills.
- Valid driver's license.
- Excellent organizational skills.
- Strong public relations skills.
- Computer skills.
- Demonstrated ability to work cooperatively with high school staff, students and parents.
- Successful history of dealing with issues of a confidential nature.

Preferred Qualifications:

- Four-year college degree;
- Prior experience working in a Migrant Education Program.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	{ }None	{ }1-4 hrs	{ }4-6 hrs	{x}6-8 hrs
b. Sit	{ }None	{ }1-3 hrs	{ x}3-5 hrs	{ }5-8 hrs
c. Drive	{ }None	{x}1-3 hrs	{ }3-5 hrs	{ }5-8 hrs

2. Employee may use hands for repetitive:
Single Grasping Pushing and Pulling Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls:
Yes No
4. Employee may need to:
- | | | | |
|-----------------|--|--|-------------------------------------|
| a. Bend | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
5. Lifting:
- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.