

**WILLCOX UNIFIED SCHOOL DISTRICT  
480 NORTH BISBEE AVENUE  
WILLCOX, ARIZONA 85643**

**JOB DESCRIPTION**

**TITLE:** Migrant Recruiter

**QUALIFICATIONS:**

- High school graduate or equivalent. Associates Degree preferred
- Fluency in Spanish including speaking, reading and writing. The ability to drive a car, possession of a valid driver's license, and proof of insurance.
- A reasonable degree of proficiency in typing, bookkeeping and mathematical skills.
- Working knowledge of basic office procedures and the operation of common office equipment and machines.
- Ability to relate to the public in person and on the phone.

**REPORTS TO:** Migrant Coordinator

**JOB GOAL:**

- The primary role of the Migrant Recruiter is to recruit and enroll eligible children and families for the Migrant Education Program.
- To Identify and Recruit eligible families from the Migrant Community
- To assist other Migrant staff as directed

**PERFORMANCE RESPONSIBILITIES:**

Responsibilities shall include but not be limited to the following:

- Conduct initial eligibility interviews with families/youth in person, in their primary language. • Recruit out-of-school youth (OSY) into educational programs.
- Establish proper eligibility determinations based on the guidelines outlined in this manual, guidance and other statutes governing the Migrant Education Program.
- Submit Certificates of Eligibility (COEs) to the LEA/State Approver within the appropriate time limits.
- Follow proper district, state and federal procedures and protocols regarding the review of COEs.
- Prepare and submit documentation such as a weekly/monthly individual recruitment reports and activity schedule.
- Develop and maintain recruitment maps or a series of written directions which ensures easy location of the families/camps.
- Participate in Quality Control measures as they relate to training, eligibility determinations, and documentation.
- Communicate regularly with State ID&R Coordinator.
- Develop a recruitment network with migrant families, employers, school staff, communities, institutions, religious organizations, and social services agencies, which serve the same population.
- Share information on eligibility of migrant families with preschool and educational programs as

