

Position Description

Position: UMOS Migrant Education Program (MEP) Itinerant Teacher

Summary:

Under the direct supervision of the Migrant Child Care (MCC) Center Site Supervisor, the itinerant teacher provides direct and indirect services to students at a center or other designated location. The services provided are provided in collaboration with families and will be based on the students identified educational requirements.

PRIMARY DUTIES:

1. Provides direct services to students identified for migrant education programming.
2. Provides information to staff and parents in their preferred language.
3. Develops goals, benchmarks, and teaching strategies for students during the migrant season.
4. Maintains daily progress notes.
5. Communicates student progress with the Regional Coordinator, Center Manager, and parents.
6. Collaborates with staff and families regarding the child's needs and progress.
7. Coordinates schedule to ensure service provision to assigned students.
8. Travels between center and service locations on scheduled basis.

ADDITIONAL DUTIES

1. Attends meetings scheduled by the Regional MEP Coordinator.
2. Participates in staff meetings as needed.
3. Performs other duties as assigned.

QUALIFICATIONS:

1. Possesses a valid teacher License through the Department of Public Instruction.
2. Possesses a valid driver's license and reliable transportation and car insurance.
3. Ability to facilitate meetings and/or present information in a group setting.
4. Is accountable to commitments, meetings, and schedules.
5. Is flexible regarding travel and is willing to meet the needs of students, and families.
6. Demonstrates understanding, enthusiasm and a commitment for working with migrant children and their families.
7. Ability to establish effective working relationships with other staff, agencies, and the public.
8. Must have basic computer skills to include but not limited to data entry and internet usage
9. Preferred Bilingual in Spanish and English (oral and written)

CONDITIONS OF EMPLOYMENT

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment. In accordance with licensing regulation, must complete a physical exam and TB test showing absence of Tuberculosis within 30 days of employment. Must submit all relevant educational documentation at the time of application.

WORK ENVIRONMENT

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; 2) occasionally required to lift and /or move up to 40 lbs.; 3) Required to drive; 4) Frequently exposed to moderate temperature generally encountered in a controlled temperature environment; 5) occasionally, moderate to high noise levels, 6) exposed to bumpy travel conditions.

Tools & Equipment Used: a) computers, phones, computer system; b) copy machine, laminator, calculator; Usage varies by position

