

Home Visitor—Job Description

Directly Responsible to: Federal Programs Director

Identification and recruitment includes seeking out and identifying children who potentially qualify for the program, completing the paperwork necessary to establish their eligibility and enrolling them in the program. This includes gathering the information needed to enroll them into the Migrant Student Information System (MSIS).

Minimum Qualifications

- Must be able to read, write and speak fluently in English and/or the language spoken by migrant parents, spouse and/or a student at home.
 - Must be a high school graduate and/or possess a GED.
 - Must be able to work with people, be patient and willing to help parents, and/or student with questions, and provide resources, etc.
 - Must be able to travel and possess a valid Washington State Driver's License and automobile insurance.
 - Must be able to attend regional and state in-service training.
 - Must be flexible, in order to work evening hours when needed.
 - Must be able to complete accurate and timely reports.
 - Must have the ability to develop a liaison role between the home, school and community.
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Job Description and I/R Activities—Major Responsibilities

1. Actively identify and recruit all eligible migrant children residing in the school district from 0 through 21 years of age. This includes, for example, surveying the area, establishing communication networks, establishing work relations with other community agency personnel, employers and social services.
 2. Complete, distribute and maintain a Certificate of Eligibility according to state/federal guidelines for each eligible migrant family immediately upon their arrival in the school district (regardless of whether students are in school or not). **(The home visitor must be able to verify that the family has resided within their district boundaries for a minimum of 48 hours. Prior to processing an MSIS enrollment).**
 3. Annually verify families' most recent move information.
 4. Share information on eligibility of migrant families with preschool programs as appropriate.
 5. Provide assistance as a liaison between the home and school.
 6. Promote activities between students, parents, educators and communities and assist schools and parents to organize an active Parent Advisory Committee (PAC).
 7. Share with migrant parents and students all school services/programs available to them. This includes, instructional program, MSIS, physical exams and alternative educational programs.
 8. Network with other agencies providing services to migrant students to ensure a coordinated service-delivery system.
 9. Refer migrant families to appropriate health, social or legal services in order to meet the needs of the migrant student's successful participation in school.
 10. Prepare documentation such as a home visitor log, which reflects major home visitor activities.
 11. Prepare a list, when applicable, of migrant dropout students to be placed on file at Local Education Agency (LEA).
 12. Recruit out-of-school students into educational programs.
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