



Goldendale High School  
525 Simcoe Drive  
Phone (509)773-5846  
Fax (509)773-6900

Goldendale Middle School  
520 Collins Drive  
Phone (509)773-4323  
Fax (509)773-4579

Goldendale Primary School  
820 S. Schuster Street  
Phone (509)773-4665  
Fax (509)773-6602

October 26, 2020

**TO:**

Kristin Lummio  
Marisa Bateman  
Danny Schneider

John Westerman  
Angie Hedges  
Jenny Tenney

High School  
Middle School  
Primary School

**FROM: Ellen Perconti, Superintendent**

**PLEASE POST**

Goldendale School District No. 404 has the following temporary opening for the 2020-2021 school year only:

**GOLDENDALE SCHOOL DISTRICT**  
**Migrant Education Program (MEP) Recruiter**  
**8 Hours Week/20 Hours Month**

**Required Qualifications:**

Must be a high school graduate and/or possess a GED.

If you wish to be considered for this position, please contact Ellen Perconti, Superintendent, in writing by October 30. Open until filled.

*In accordance with Federal law, the Goldendale School District is prohibited from discriminating on the basis of race, color, national origin, sex, sexual orientation, gender expression, gender identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides access to the Boy Scouts of America and other designated youth groups. To file a complaint of discrimination, write to John Westerman, Title IX, ADA/504 Director, Harassment, Intimidation & Bullying Compliance Officer and Civil Rights Compliance Officer of Goldendale School District No. 404, 5604 East Brooks St. Goldendale WA 98620 or call (509) 773-5177 or email to ellen.perconti@gsd404.org. Goldendale School District is an equal opportunity employer, complies with all Federal Rules and Regulations, and does not discriminate for all district employment opportunities. Goldendale School District is an equal opportunity employer, complies with all Federal Rules and Regulations, and does not discriminate for all district programs and employment opportunities. Dual Language and TESL endorsed preferred.*

**Internal**

**GOLDENDALE SCHOOL DISTRICT  
604 East Brooks Street  
Goldendale, WA 98620**

**JOB DESCRIPTION  
Migrant Education Program (MEP) Recruiter**

DEPARTMENT: Migrant Education  
REPORTS TO: Migrant Education Program Director  
WORK HOURS: 8 hours week/20 hours month

Identification and recruitment include 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.

**MINIMUM QUALIFICATIONS**

1. 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.
2. Must be a high school graduate and/or possess a GED.
3. Must be able to work with people, be patient and willing to help parents, and/or students with questions, and provide resources, etc.
4. Must be able to travel and possess a valid Washington State Driver's License and automobile insurance.
5. Must be able to attend regional and state in-service training.
6. Schedule must be flexible, in order to work evening hours when needed.
7. Must be able to complete accurate and timely reports.
8. Must have the ability to develop relationships between the home, school, and community.

**MAJOR RESPONSIBILITIES**

1. Actively identify and recruit all eligible migrant children residing in the school district/community from 0 through 21 years of age. This includes:
  - Survey the area on a regular basis to confirm the location and presence of migrant workers and their families.
  - Develop an identification and recruitment network with organizations and agencies that provide services to migrant workers and their families.
2. Complete a Certificate of Eligibility according to state/federal guidelines for each eligible migrant family immediately upon arriving to the school district/community.
  - For students in school and out-of-school
3. Annually revalidate all families' most recent move information.
4. Share with migrant parents and student's information regarding the Migrant Education Program, as well as all school services/programs available to them.
  - This includes instructional programs, MSIS, physical exams, alternative educational programs, and options for Out-of-School Youth, preschool programs, adult basic education programs, GED programs, post-secondary opportunities, etc.
5. 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.
6. Prepare documentation such as a recruiter log, which reflects all recruitment time and activities.
7. Attend all required training sessions provided for the recruiter by the Migrant Education Program.