

Position: State Migrant Recruiter
Office of Language, Culture and Equity
Position # TBD

This position is temporary, part-time with no benefits

Hourly rate: \$14.50 – \$16.50

Application Procedure:

Please email a completed Colorado Department of Education Employment Application, letter of interest, and resume to hr@cde.state.co.us. A confirmation will be sent out that HR has received your materials. If you do not receive a confirmation within 24 hours, please send an email to hr@cde.state.co.us.

To obtain a Colorado Department of Education Employment Application, visit our website at <http://www.cde.state.co.us/cdemgmt/HR/jobs.htm>

All materials submitted should be current and specifically address the qualifications for this position.

Hard copies of application materials and application materials sent via mail or fax will not be accepted.

Closing date: Applicant material must be received by 4:00 p.m., Wednesday, June 18, 2014

Conditions of employment:

- All offers of employment are conditional to a successful background and references check.
- Please be advised that the CDE may choose to contact work references other than those listed on your application.
- Office hours are usually 8:00 a.m. to 5:00 p.m., Monday through Friday, but can include nights and weekends.
- Position is exempt from overtime and may require work outside of normal office hours.
- Selected applicant is an employee at will.
- Direct deposit of paychecks is required.
- Smoking is not allowed in the State Office Building and is allowed only in designated areas outside the State Office Building.
- Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
- As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in admissions, access to, treatment, or employment in educational programs or activities in which it operates. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director; Colorado Department of Education; 201 E. Colfax Ave. #201; Denver, CO 80203.

Broad Scope of Position: The recruiter will screen, identify, interview, enroll and reinterview eligible K-12 migrant students, early childhood, and out of school youth in the Colorado Migrant Education Program as established by federal and state guidelines of Title I-C. Recruiters will map communities and employment opportunities around the state. Contribute to a monthly ID&R newsletter with articles and pictures.

Minimum qualifications:

- High school diploma or GED
- Associates degree (AA) preferred and highly recommended
- Bilingual and biliterate in English and Spanish.
- Other relevant languages (Karenni, or Somali)
- Ability and willingness to travel extensively in Colorado
- Ability to utilize Word, PowerPoint and Excel software, and general ease of use with technology, including portable laptops, scanners, web cams, printers, broadband devices and cellular telephones
- Flexible schedule with some evening and weekend work.
- Ability to pass a background check which includes a motor vehicle records search.

Preferred:

- Skilled in data entry and time management.
- Ability to communicate and work with diverse people and cultures in a variety of settings that respects ethnic, cultural, and language diversity.
- Understanding of class and cultural backgrounds of families
- Develops and conducts presentations for a variety of audiences.
- Communicates successfully with employers, organizations, families, and children.
- Displays interpersonal and collaborative leadership skills.
- Organizes work load, prioritizes tasks, and develops skills as needed.

Major duties and responsibilities:

- Network with employers and organizations to effectively identify and recruit migrant families
- Maintain a recruiter's contact log and submit weekly
- Complete identification and recruitment training to meet federal and state guidelines
- Maintains current knowledge of federal regulatory Identification & Recruitment guidance by attending regional, state trainings on ID&R and maintain a copy of the state's ID&R Guidebook.
- Applies regulatory guidance on a case by case basis in regional/state ID&R activities.
- Complies with Colorado State Identification and recruitment processes and timelines.
- Demonstrates understanding of all forms pertaining to the job and how each form is to be correctly completed.
- Contacts potential or actual employers of migrant laborers in order to develop leads regarding locations of migrant students.
- Informs students and parents/guardians of available services and acts as liaison with social service agencies to facilitate assistance to the family.
- Distributes educational packets to out of school youth during the summer months and continues identification, recruitment, and interview process using community-based strategies.
- Contribute to a monthly ID&R newsletter
- Present on ID&R at the Annual State Conference
- Reinterview up to ten currently eligible Certificates of Eligibility
- Other duties as assigned