

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description**

**Employee:**

**Job title:** Migrant Education Program OSY/K12 Youth Advocate/  
and Instructional Specialist

**Division/Department:** Migrant Education Program

**Date:** July 1, 2022 to June 30, 2023

**Reports to:** Janet Reynolds, Adv. Supervisor

**Months/Days per year:** 12/30 hrs. weekly

**Qualifications:**

*Required:* Bachelor's degree in education, communications, social service, or related field  
Fluency in oral and written Spanish  
Proficient in basic technology applications including Microsoft Office  
Experience in language acquisition instructional methods and development of instructional materials  
Valid driver's license  
Flexibility and cultural competence  
Excellent organizational and communications skills

**Job Purpose:**

This position is in the Kansas City area. By recognizing the demand of the migrant lifestyle, the advocate works with the youth to set and achieve educational, work, and personal goals. This position works with the Migrant Education Program recruiters, local education agencies, and community agencies and organizations to design a program for the individual youth that leads to continued education. This position is part of a team of advocates working across the state of Kansas to provide services to students. This position requires extensive regional and in-state travel and requires working in varied locations including homes, schools, community sites, workplaces, and agribusiness work areas.

**Essential Functions:**

1. Provide program and service information to school personnel, eligible youth, and families regarding the program at locations convenient to the youth.
2. Conduct incidental recruitment and fill out Certificate of Eligibility when appropriate.
3. Assist in development of Individualized Student Service Plan for K-12 students.
4. Provide instructional and advocacy supports to K-12 and OSY students.
5. Enroll youth and determine individual plan for educational and other related services.
6. Support youth in acquiring their educational, work, or personal goals.
7. Link families and youth to needed community resources and youth.
8. Serve as a liaison between school personnel and families to support student success
9. Support instruction on location and/or virtual with materials, technical assistance, and necessary resources.
10. Maintain accurate data and demographics on each student and services provided in a timely and efficient manner.
11. Participate in appropriate community activities to ensure integration of OSY project in communities where OSY are located.
12. Monitor K-12 student progress and provide OSY instructional supports in ESL, Math, Reading, GED, and Life Skills.
13. Must support the FSCC mission, goals, and objectives.
14. Must demonstrate excellent interpersonal skills.
15. Must maintain strict confidentiality.
16. Must demonstrate proficiency in ability to produce excellent work as requested.
17. Must assume responsibility for individual professional growth by staying current with literature, research, and/or practices.
18. Must demonstrate proficiency in ability to communicate with FSCC/MEP employees and constituents effectively and regularly.
19. Must complete all assignments in a time-sensitive manner as determined by Supervisor.
20. Must meet all safety requirements as directed by FSCC.
21. Must perform other duties as may be assigned by Supervisor.

**Physical requirements:**

1. Prolonged sitting will be required in an office setting and while driving.
2. Extensive regional and in-state travel is required.
3. Occasional lifting of up to 30 pounds may also be required.

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Rev. 6/2021 - Job descriptions are subject to revision based on changing needs of the Migrant Education Program.*

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**OSY/K12 ADVOCATE EXPECTATIONS:**

**Data Entry:** Advocate maintains accurate data and demographics on each student and services provided in a timely and efficient manner.

**Professional Development:** Advocate participates in, and applies in a noticeable and measurable way, all applicable professional development to ensure effective teaching strategies.

**Time Management:** Advocate creates and follows reasonable and efficient schedules to best serve program. Advocate is punctual to project and community engagements. Advocate is timely when completing tasks for students and staff. Advocate is efficient in notifying PMT, other staff members, and students when schedule changes are necessary.

**Professionalism:** Advocate is professional in attire and conducts him/herself in a professional, appropriate manner at all times.

**Communication:** Advocate is clear and concise when communicating with MEP staff, agencies, school district personnel (to include teachers), and other professionals as well as students.

**K-12 Family & School Advocacy:** Advocate understands and applies the specific advocacy mission to K-12 students, families, and school districts:

- Advocate supports youth in creating and acquiring their educational, work, or personal goals.
- Advocate works with Migrant Team leader and school district contact to effectively link community resources and assessed needs of youth.
- Advocate provides applicable information regarding the program to eligible youth. Advocate also regularly provides home/school communication support as well as advocacy when needed.

**K-12 Academic Support:** Advocate understands and applies the specific academic mission to K-12 students, families, and school districts.

- Advocate provides quality instruction with applicable support on location with materials, technical assistance, and necessary resources.
- Advocate supports individual plan for educational and other related services.
- Advocate utilizes supplemental remedial learning materials for all subjects, including reading and math, when necessary.

**OSY Advocacy & Academic Support:** Advocate understands and applies the specific mission to OSY students and families:

- Advocate supports youth in creating and achieving educational, work, or personal goals.
- Advocate works with community contacts to effectively link community resources and assessed needs of youth.
- Advocate provides applicable information regarding the program to eligible youth.

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- Advocate assists when necessary eligible youth in academic programs and determines individual plan for educational and other related services.
- Advocate provides quality instruction with applicable support on location with materials, technical assistance, and necessary resources.
- Advocate supports individual plan for educational and other related services.
- Advocate participates in appropriate community activities to ensure integration of OSY project in communities where OSY are located.