



**Position: Recruiter, Tennessee Migrant Education Program**

Posted 8/1/2021. Open until filled.

Location: Tennessee

This is a full-time position that reports to the Identification and Recruitment Specialist. The Migrant Education Program (MEP) is a program established by the United State Department of Education. Arroyo Research Services is responsible for the implementing major components of the statewide Migrant Education Program in the state of Tennessee. The fundamental purpose of the program is to remove barriers to academic success for migrant children (ages 3-21) and promote academic achievement.

**Responsibilities:**

- Conduct timely identification and recruitment of migratory children and youth within a designated geographic area
- Complete the Certificate of Eligibility to document eligibility determination and forward the forms to the ID&R Specialist (or person as designated) within the time period required and according to the COE review process, for review and approval
- Develop positive collaborative relationships with school districts, community agencies, agribusiness partners, potential employers of migratory laborers (growers - farmers, nurserymen, contractors, personnel managers of food processing plants, etc.) and other appropriate entities with the goal of establishing an effective recruitment network in order to provide leads regarding locations of migratory children
- Provide community information services to parents, schools, and impacted industries as to Migrant Education Program eligibility, services, and activities
- May assist program efforts regarding parent involvement activities in their region
- Become knowledgeable about all federal and state regulations pertinent to identification and recruitment by studying the ID&R Manual, attending training sessions and participating in other opportunities for professional development
- Complete travel and expense documentation according to ARS and other required procedures

**Required Qualifications:**

- High School Diploma
- Proficient in Spanish (or other language as might be identified and required by ARS)
- Good map reading and navigational skills and ability to use GPS devices.
- Able to work in different physical environments, including outdoor areas and agricultural operations
- Must successfully complete assessment for four modalities of communication (reading, speaking, writing, listening) in English and other primary language(s)

**Preferred Qualifications:**

- Experience working as a migratory worker or working with agri-businesses that employ

- migratory workers
- Bachelor's degree

### **Knowledge/Skills/Abilities**

- Personal reliable transportation and a valid driver's license.
- Familiar with computers and able to do basic data entry
- Knowledgeable and sensitive to migratory circumstances
- Self-motivated, dependable, and able to function with moderate supervision
- Possess strong time management skills
- Excellent organizational and communication skills (both verbally and in writing) and able to communicate effectively with the public

### **Examples of Work Performed**

- Identify and determine migratory student's eligibility for the Migrant Education Program
- Ensure that all eligibility determinations are accurately documented with supporting data.
- Assist in the enrollment of migratory students in state and federal databases
- Make home visits to parents in order to identify and recruit enrollees, validate eligibility, and communicate the purpose, goals, and benefits of the program
- Establish and maintain working relationships with schools and area businesses in the agricultural/fishing industries
- Participate in and encourage parent involvement with parent action committees
- Attend required training workshops, conferences, staff meetings, and other events
- Perform other duties as assigned

### **Working Conditions**

- Frequent outdoor activity
- Frequent contact with the public
- Some office/desk work
- Extensive in-state travel required
- Some evening/weekend activities

### **Compensation**

Salary is based on experience and/or qualifications. All full-time team members receive health insurance, participate in the firm 401k retirement plan, and are part of the firm profit-sharing program.

### **Location**

Location is Tennessee. Arroyo Research Services works throughout the United States with headquarters in Asheville, NC. Plans for a TN office are pending, though this position will likely not work from an office.

### **To Apply**

Arroyo Research Services is committed to inclusion and diversity and is an equal opportunity employer. We welcome applications without regard to race, color, religion, sex, sexual orientation, gender identity,

national origin, disability, Veteran status, or other legally protected characteristics. DACA recipients are encouraged to apply. To apply:

- Submit an email to [jobs@arroyoresearchservices.com](mailto:jobs@arroyoresearchservices.com) that includes a cover letter and resume. Include the position title in the email subject line. Make sure document file names include your first and last name, e.g. LastnameFirstnameResume.xxx or similar.
- We will respond to each submission with next steps.

### **About Arroyo Research Services**

Arroyo Research Services is an education professional services firm that uses the tools of social science to help school districts, state departments of education, universities and education organizations achieve the highest standards of educational excellence. Our services include research, measurement and evaluation, strategic planning, technical assistance, and migrant education program support. Our work includes programs designed to advance educational outcomes for underrepresented youth from birth through college, serve migrant youth and families, build optimal health among teens, increase STEM learning and educational attainment, and promote STEM-related innovation. Based in Asheville, North Carolina, the firm was founded in 2005 and has a rapidly growing national practice. Recent clients include the State Education Agencies of Arizona, Arkansas, Colorado, Florida, Georgia, Hawaii, Illinois, Iowa, Kentucky, Maine, Maryland, Mississippi, Montana, New York, Ohio, Pennsylvania, Tennessee, Texas, and Virginia; school districts including Fairfax County Public Schools (VA), Hillsborough County Public Schools (FL), Columbus and Dayton Public Schools (OH), Baltimore County Public Schools (MD), and Socorro Independent School District (TX); organizations that include The Gallup Organization, Learning Forward, Hudson Alpha Institute for Biotechnology, Strada Education Network, and Reach Virginia; and universities including California State University, Fullerton, University of South Florida, University of Virginia, State University of New York and others. Our work is funded by the National Science Foundation, U.S. Department of Education, National Institutes of Health, Department of Defense Education Activity, the Sandler Family Foundation, Apple Federal Credit Union Education Foundation and others. More information about the firm and its principals is available at [www.arroyoresearchservices.com](http://www.arroyoresearchservices.com).