



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

Location: Tennessee

This is a part-time hourly position that reports to the Arroyo Research Services (ARS) Tennessee Identification & Recruitment Team Leader for the Tennessee Migrant Education Program (MEP). The MEP is a program established by the United State Department of Education. ARS is responsible for implementing 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 (ID&R) of migratory children and youth according to the plan to recruit every eligible migratory child and youth in the state.
- Complete the Certificate of Eligibility (COE) to document eligibility determinations of migratory children and youth and forward the forms within the time period required and according to the COE review process, for review and approval
- According to the MEP Non-Regulatory Guidance, the children and youth who are most in need of MEP services are those who are hardest to find. Therefore, the recruiter must be creative and develop positive relationships with all relevant MEP stakeholders including, but not limited to school districts, community agencies, agribusiness partners, potential employers of migratory laborers (growers, farms, nurseries, contractors, food processing plants, etc.) and other appropriate entities.
- Provide community information services to parents, schools, and impacted industries as to MEP eligibility, services, and activities
- Assist program efforts regarding parent involvement activities in their region
- Become knowledgeable about all federal and state regulations pertinent to ID&R
- Document outreach work as directed by the project lead
- 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

**Preferred Qualifications:**

- Experience working with migratory workers, 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 children and youth's eligibility for the MEP
- Ensure that all eligibility determinations are accurately documented with supporting data on the COE
- Assist in the enrollment of migratory students in state and federal databases
- Make home visits to parents in order to identify and recruit potential migratory children and youth, 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
- Complete reports and other documentation to the ID&R Team Lead to inform future outreach
- 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**

Hourly position at the rate of \$30/hour

### **Location**

Location is Tennessee. Arroyo Research Services works throughout the United States with headquarters in Asheville, NC.

## **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 migratory 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, HudsonAlpha 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).