

# Managing Essential Recruitment Tasks

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The family liaison/recruiter's job is full of many important responsibilities. To maximize productivity, the recruiter should work with an immediate supervisor and their regional ID&R coordinator to prioritize his or her time. Several states have put together a distribution of activities that shows the time needed for each of these responsibilities. *In Idaho, the time and task allocations will vary from one district to another depending on the MEP size and management.* However, this guide may help districts as a tool to allocate time in such a way that the critical responsibilities of the liaison are able to be accomplished.

## Active Identification and Recruitment – 60%

- ▶ Actively identify and recruit all eligible migrant children residing in the service area (e.g., school, district, county) from birth through 21 years of age. This includes surveying the areas and establishing communication networks, and developing working relationships with other community agencies, personnel, employers, and social services. It is essential to recruit out-of-school youth (OSY) into educational programs and provide them with useful information.
- ▶ Complete, distribute, and maintain the Certificate of Eligibility (COE) according to state and federal guidelines for each eligible migrant child immediately upon their arrival in the service area (regardless of whether students are in school).
- ▶ Share information about eligibility of migrant children and youth with other regions, preschool programs, community service programs, and other programs where appropriate. This would include communications with neighboring districts, MSIX notifications, and other organizations such as Migrant Seasonal Head Start, and HEP and CAMP recruiters.

## Home/School Liaison – 20%

- ▶ Provide assistance as a liaison between the home and school.
- ▶ Promote activities between students, parents, educators, and communities.
- ▶ Encourage parents to be part of a Migrant Parent Advisory Council (PAC)
- ▶ Inform migrant parents and students about school services and programs available to them. This includes instructional programs, alternative educational programs, health referrals, etc.

## Social Services -- 10%

- ▶ Network with other agencies that provide services to migrant students to ensure a coordinated service delivery system.
- ▶ Refer migrant families and youth to appropriate health, social, or legal services to meet the needs of migrant students for successful participation in school.

## Documentation and Program Administration -- 10%

- ▶ Prepare documentation, such as service logs in Migrant Family Liaison/Recruiter Record Keeping book provided by the State MEP, reflecting major activities performed by the recruiter. Enter immunizations, annual residency verification dates, services and re-interviewing results into MSIS.
- ▶ Assist with disseminating migrant information to appropriate staff.
- ▶ Check that migrant students are correctly identified in the district school information system (i.e. Schoolmaster, Power School, Infinite Campus, etc.) in order for ISEE uploads to be accurate.
- ▶ Participate in rolling re-interviews with a neighboring district 3 times per year.



Empowering migrant students and their families to succeed in Idaho.  
Capacitar a estudiantes migrantes y sus familias para tener éxito en Idaho.

