



## LA FERIA INDEPENDENT SCHOOL DISTRICT SERVICE AND SUPPORT VACANCY ANNOUNCEMENT

*An Equal Opportunity Employer\**

Date: **03/07/2024**

**Position Title:** Clerk - Migrant NGS Specialist  
**Location:** District Wide  
**Salary Range:** \$12.36-\$15.45 per hour  
**Length of Work Year:** 210 Days

### **Position Summary**

Responsible for obtaining and processing all eligibility and identification forms for all migrant students in the district. As well as Identify and Recruit migrant students to the district. Act as a liaison between the school and the migrant community. Provide registration and withdrawal services to migrant students. Maintain files, records, and state-mandated reports related to migrant students.

### **Position Requirements**

**Education/Certification/License:** High school diploma or GED

**Experience:** Six (6) months related experience, NGS preferred.

**Special Knowledge/Skills:** Bilingual preferred. Ability to comprehend simple instructions, ability to write routine reports and ability to maintain emotional control under stress. Strong organizational, communication, interpersonal and public relations skills. Knowledge of computers and software applications. Ability to multitask.

### **Duties/Responsibilities**

- Reviews, summarizes, and documents the accuracy, completeness and timelines of withdrawals, graduation plans, grades, etc. received and transmitted by the Texas New Generation System (TX-NGS) terminal center.
- Inputs and transmits all data through the terminal as required by the Texas Education Agency (TEA) in a timely manner as indicated on the TX-NGS timeline.
- Assists with the identification of migrant students and the monitoring and verification of student's placement into the appropriate campus/district migrant supplemental programs.
- Actively identify and recruit eligible migrant children residing in the school district, including activities such as surveying the area, periodic survey of students, and establishing communications networks.
- Make home visits to migrant families to communicate available school services and programs and area social services.
- Interview families to determine eligibility for migrant services.
- Enroll and withdraw migrant students from the school district.
- Compile pertinent data to prepare required federal, state, and local reports.
- Maintain physical and computerized files and databases, including federal database of migrate students and other student records.
- Comply with policies and regulations established by federal and state law, State Board of Education rule, and board policy.
- Comply with all district and campus routines and regulations.
- Participate in meetings and special events as assigned.
- Maintains confidentiality at all times.
- Performs any other migrant related duties as assigned.

### **Application Procedures**

**District Employees:** Submit letter of intent by deadline.

**Outside Applicants:** Apply online through Region One on **ONE\*APP** (include transcripts, credentials, etc.)

**Application Deadline** Applications will be accepted **until the position is filled.**

*\*Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any other legally protected status. The district Title IX Coordinator is Lillian Ramos. Assistant Superintendent of Student & Support Services – Administration Office 956-797-8300.*