



# The School Board of Polk County

<https://www.polk-fl.net>

## Job Description

Position Title: Migrant Home School Liaison  
FLSA Status: Non-Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: MHSL  
Non-Union or Specific Collective Bargaining Agreement: Educational Support Personnel Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to identify and recruit eligible migrant students and to provide social services to migrant students and parents.

### Essential Functions of this Job:

Visits homes to identify and interview migrant families and complete survey information. Visits schools to determine needs of migrant students and gather educational information on eligible students. Submits Certificate of Eligibility (COE) and other migrant data to the district office. Obtains pertinent medical information on migrant students to assist in school enrollment. Provides transportation for migrant students and parents to school related appointments and meetings. Assists in obtaining clothes, food, and other basic needs for migrant families. Assists in planning and implementing parent involvement activities and meetings. Prepares reports and maintains records. Maintains a file of community resources and qualifications.

### Non-Essential Functions of this Job:

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Knowledge of available health and social services. Knowledge of and skill in the use of interview techniques. Ability to maintain records and prepare reports. Ability to communicate effectively with school personnel, health professionals, students and parents. Ability to establish and maintain effective working relationships with co-workers and administrative staff. Bilingual/biliterate English and Spanish required.

### Education, Experience and/or Certification/License Requirements:

Graduation from an accredited high school or completion of GED.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with students, individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires travel to students' homes, medical facilities, work sites and schools within the district. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0419

EEO5: 51

Approval Date: 1993-06-22

Date Last Revised: 2017-02-28

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