



Migrant Recruitment Specialist

Service Team	<u>Learning Services</u>	Employment Type	<u>Full-time</u>
Reports to	<u>Chief Learning Officer</u>	FLSA Status	<u>Exempt</u>
Primary Location	<u>GRREC Office</u>	Annual Contract Days	<u>240</u>
Application Deadline		Anticipated Start Date	<u>July 1, 2026</u>

POSITION OVERVIEW

The Green River Regional Educational Cooperative (GRREC) is seeking a Migrant Recruitment Specialist to support the mission and work of GRREC by identifying and recruiting eligible migratory children and youth for migrant education services. This position contributes to the success of GRREC by conducting outreach, determining eligibility, and maintaining accurate documentation to ensure students are properly identified and served. The role also supports collaboration with schools and community partners to ensure timely and accurate identification of eligible students.

KEY RESPONSIBILITIES

The Migrant Recruitment Specialist will:

- Identify and recruit eligible migrant students through outreach and field-based activities
- Conduct eligibility interviews and complete required documentation, including Certificates of Eligibility
- Maintain recruitment logs, time and effort records, and required reports
- Conduct home visits and build relationships with families and community partners
- Collaborate with schools and agencies to support recruitment efforts

MINIMUM QUALIFICATIONS

Applicants should have:

- Bachelor's degree in education or related field required
- Experience working with families, schools, or community programs preferred
- Proficiency in communication and basic computer systems
- Valid driver's license, reliable transportation, and willingness to travel and work flexible hours

KNOWLEDGE, SKILLS, & ABILITIES:

The successful candidate will demonstrate:

- Strong organizational and documentation skills
- Effective communication and interpersonal skills
- Ability to work independently and manage schedules
- Knowledge of local communities and resources

- Ability to maintain confidentiality and follow program requirements

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

This position typically works in a school, community, and field-based setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position. The role may require:

- Sitting, standing, walking, speaking, using office technology
- Frequent travel within assigned service areas
- Occasional lifting or moving of materials up to 25 pounds
- Flexible scheduling, including evenings and weekends

COMPENSATION & BENEFITS

- Based on rank and experience in accordance with GRREC's Salary Schedule
- Eligible for medical, dental, and vision coverage, paid sick leave, personal leave, and holidays based on contracted days
- Participate in the Kentucky Teachers' Retirement System (TRS)
- Optional supplemental benefits available through payroll deduction

HOW TO APPLY

Interested applicant should submit:

- Application form
- Cover letter
- Resume

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Location, duties and responsibilities may be altered to meet the needs of the organization.

Successful completion of post-offer, pre-employment screenings are required as a contingency of employment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT: GRREC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law. Reasonable accommodations are available for qualified individuals with disabilities and for limitations related to pregnancy, childbirth, and related medical conditions.