

Managing Essential Recruitment Tasks

Many times the recruiter's job is full of several activities. To maximize productivity, the recruiter should work with an immediate supervisor and their Regional ID&R Coordinator. 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.*

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.

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.

Documenting Time, Activities, Services -- 9%

- 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.
- Assist with keeping up-to-date migrant student lists and other records to disseminate to appropriate staff

Other Identification and Recruitment Activities -- 1%

