Internship Position:
Migrant Program Assistant

Organization:
Hillsborough County Public Schools - In terms of having an impact and making a difference in education, HCPS offers numerous opportunities for novice educators to experience success in multiple areas of interest because of its size, need, and diversity. Furthermore, HCPS is an exceptional choice for future educators as it is considered to be one of the most innovative districts in the nation in the context of current reform efforts aimed at improving student achievement by targeting the single greatest indicator of student achievement – highly effective teachers and school leaders. HCPS’ trailblazing reforms have been featured prominently in Time magazine, the Wall Street Journal, Education Weekly, the New York Times, the Washington Post, Bloomberg Press, and the Tampa Bay Times. Most notably, in 2010, HCPS partnered with the Bill & Melinda Gates Foundation to create Empowering Effective Teachers, a reform that encompassed teacher recruitment, on-boarding with full release mentors, exit counseling for ineffective teachers, and a reformed evaluation process including student achievement gains as a prominent measure of effectiveness.

Program:
The Migrant Education Program (MEP) is a federally funded program authorized by the NCLB, Title I, Part C. The goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate with a high school diploma (or complete a GED) that prepares them for responsible citizenship, further learning, and productive employment. The MEP’s purpose is to identify eligible children and their families and provide education and support services. These services include: academic instruction; remedial and compensatory instruction; bilingual and multicultural instruction; vocational instruction; career education services; special guidance; counseling and testing services; health services; and preschool services. The MEP services are designed to assist families whose primary source of income is harvesting fruits and vegetables in various areas of the school district.

Expected Outcome:
The Migrant Program Assistant will engage in activities that meet the need of migrant families and students. Program services are provided to parents, students, out of school youth, and preschool children within schools, in community centers, in homes, and migrant labor camps. The Migrant Program Assistant will have the opportunity to work in various components of the program that will build skills and knowledge in outreach and advocacy, conducting needs assessment, social service work, and an array of educational and enrichment programs for migrant students and families.

Position Duties and Responsibilities
The Migrant Program Assistant will work closely with the Supervisor for Title I, Part C, MEP as well as other staff in schools, Migrant Education Services Center (MESC), and various community agencies. The Migrant Program Assistant will assist in providing all MEP services including:
Assisting with coordinating and implementing the Migrant Extended Summer School program

Assisting with data collection and federal reports that document all program services

Working with Migrant Advocates, Migrant Recruiters, MESC staff

Conducting outreach and advocacy

Identifying and Recruiting eligible migrant families and provide program services

Assisting with academic programs such as tutoring before and after school

Visiting out of school youth to provide academic support to students in the AMPD program including pre and post testing and delivering literacy lessons

Assisting with field trips and other extracurricular activities

Assisting with parent meetings, student recognition banquets, and other community events

Required Knowledge/Skills/Abilities
The Migrant Program Assistant must have the desire to work with children in poverty and whose parents are farmworkers with the goal of helping to close the achievement gap, technical writing skills, good people skills, ability to communicate with migrant staff, migrant families/students, school staff, and district level staff, ability to collaborate (federally funded programs, businesses, churches, community agencies, and medical facilities), and the ability to demonstrate sensitivity to the culture and traditions of migrant families. The ability to speak Spanish is a plus because approximately 97% of the parents are non-English speaking and 75% of the students are English language learners.

Location:
Hillsborough County, which approximates the size of Rhode Island, includes Tampa, a large urban city, and several outlying municipalities and communities. With over 1,000,000 people, Tampa has become the regional financial, service, and distribution center for Florida’s West Coast. It is economically, ethnically and linguistically diverse, with 25% of families speaking a language other than English. The population is geographically diverse, with large farming areas to the south and east, numerous suburbs, and a dense, urban core. HCPS is the 8th largest school district in the nation, with over 194,000 students in 142 elementary schools, 44 middle schools, 2 K-8 schools, 27 high schools, and 4 career centers. Currently over half (57.82%) of all students are classified as economically disadvantaged, which represents over a 2% increase in just one school year and a 22.5% increase in the number of students eligible over the last decade.

Without a doubt, Hillsborough County is one of the best places to live and work. Besides its outstanding reputation for education, it is also a county rich in history, culture, the arts, entertainment, and professional and college sports. As a matter of fact in 2008, Tampa was ranked as the 5th best outdoor city by Forbes. A 2004 survey published in Washington Square News, a New York University publication, ranked Tampa a top city for “twenty-somethings.” Situated on the west coast of Florida, on Tampa Bay near the Gulf of Mexico, Tampa is nearby miles of pristine, white sandy beaches. Tampa also has a beautiful downtown cityscape surrounded by the Hillsborough River, yet despite its size, manages to maintain its small town charm. The Tampa area is home to numerous restaurants, popular nightlife districts including Channelside, Ybor City, SoHo, International Plaza and Bay Street, and the Seminole Hard Rock
Café, as well as a number of museums, performing arts centers, and theme parks. Easy access to beautiful beaches, a myriad of cultural options, and countless activities available to professionals make Tampa an ideal venue for employment.

**Orientation/Training Required**
The Migrant Program Assistant will incur the cost of this screening (approximately $85), which should be completed prior to the start of the internship. (Shepherd Internship Program will reimburse the expense receipt).

The Migrant Program Assistant will be given an orientation to the school district, the MEP program, the schools involved, and the expectations.

**Supervisor:**
Georgina Rivera-Singletary
Supervisor, Migrant Education Program
georgina.riverasingletary@sdhc.k12.fl.us

**Time Requirement**
The work schedule is 10 hours daily Monday - Thursday with a 45 minute lunch and includes some evenings and weekends depending on the needs of the families and students. Flexible scheduling is important to the work of the Migrant Education Program but most scheduling needs can be accommodated as needed.