

SOUTH SIOUX CITY COMMUNITY SCHOOLS

MIGRANT DATA ENTRY ADDENDUM

Reports to: **Migrant Program Director**

PURPOSE STATEMENT

The job of the Migrant Data Entry person was established for the purpose/s of providing support to the Migrant program with specific responsibilities for documentation of the identification and recruitment of migrant families, entering data into MIS 2000, generating reports based upon student data, establishing an annual unduplicated child count and identifying students' needs based upon priority for service areas.

ADDITIONAL PERFORMANCE RESPONSIBILITIES

- Collects midterm and final grades for secondary migrant students
- Identifies students at-risk of failing