

Job Opening Announcement & Job Description



Migrant Support Specialist

Supervisor: Assistant Superintendent

Division: Student Success & Learning

Location/Assignment: North Central ESD 171 Region

Salary Range: \$66,018.00 - \$78,475.00 (Level 1)
\$69,322.00 - \$82,403.00 (Level 2)

*Salary based on a 191-day position.
Salary range dependent upon experience and expertise*

Benefits:

Insurance benefits - Through the [HCA SEBB](#) program, includes medical, dental, vision, life, & LTD (if hired for more than 79 days)

Retirement - Through the [Department of Retirement](#) (DRS)

Sick leave - accrued at 8 hours per month

Personal leave - 2 days per year

[Additional Benefit Information](#)

Conditions of work:

- 191 days per year
- 8 hours/day
- Non-Exempt position

General Description:

This position is a rare opportunity to join an exciting team. The North Central Educational Service District 171 (NCESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Migrant Support Specialist for 29 School Districts within our NCESD region. This position is based in Wenatchee, Washington.

The Migrant Support Specialist provides support in the Migrant Education Program team to ensure seamless and professional operations by managing multiple tasks and priorities, assisting various staff members, and handling confidential information with professionalism. The ideal candidate will be organized, detail-oriented, proactive, and capable of working independently while embracing the values of diversity, equity, and inclusion.

Qualifications:

Required:

- AA degree
- Must be bilingual/biliterate (English and Spanish)
- 3-5 years of current successful experience in a K-12 environment and Migrant Education
- Valid Washington State Driver's license, reliable personal transportation, and willingness to travel

Preferred:

- Bachelor's degree or a minimum of five years' recent experience working with migrant families in a related field
- 3-5 years of current experience in education or job-related experience with migrant farmworkers, migrant students, and/or migrant parents with increasing levels of responsibility
- Bicultural, experience serving students in rural or remote districts and migrant programs

Skills, Knowledge, and/or Abilities:

- Ability to work independently under broad organizational guidelines to achieve objectives
- Ability to set priorities, meet deadlines with multiple projects and schedules, deal with frequent interruptions, and work as part of a team
- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships
- Demonstrated excellent verbal and written communication skills
- Exceptionally high commitment to task completion and flexibility in working days and hours

Timeline:

Position opens: June 3, 2026
Position closes: June 17, 2026
Screening & Interviews as soon as possible
Position begins August 2026

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Job Responsibilities:

- Analyze data provided by OSPI and the Migrant Student Information System (MSIS). Create a summary of data analysis for districts. Collaborate with the NCESD team to identify specific training opportunities and technical assistance based on data analysis
- Support the Migrant Student Engagement Coordinator in working with regional Parent Advisory Committees
- Identify best practice program models and interventions that have demonstrated successful student academic outcomes, and showcase at least one best practice model in an academic-related area
- Assist LEAs in the development and implementation of plans for a family literacy series in mathematics, English language arts, or Kindergarten readiness
- Support recruitment and registration for migrant summer academy opportunities
- Conduct follow-up with districts whose students participated in state-sponsored activities to ensure accurate credit accrual is noted
- Identify the needs of migratory students who are not participating in academic or support services in the state MEP. Provide outreach and information to those districts about the state MEP resources available to support their identified need and how local resources could be used to serve migratory students
- Work with both project and non-project migrant districts to determine migratory student needs and assist districts in the identification of and access to other programs and resources for which migratory students are eligible
- Support efforts to identify eligible migratory preschool students ages 3-5 who are not served by a local early learning program or other organization such as Inspire or ECEAP. Work with local programs to identify and recommend effective supplemental program models, funding, sources, and implementation processes to support early childhood programming for migratory students
- Collaborate with the Migrant Student Engagement Coordinator to prepare, promote, and host leadership and enrichment opportunities for regional migrant students and families
- Collaborate with the Migrant Out-of-School Youth/Health Coordinator and Migrant Nurse Case Manager to connect with both project and non-project districts regarding resources for migrant qualified students and families
- Collaborate with NCESD partners and job-alike partners to prepare and present information at the State Migrant Education Summer conference
- Perform related duties as assigned to meet Migrant Education Program objectives

Professional Growth and Responsibilities

- Meets or exceeds performance expectations in the following areas:
 - Lead, Serve, and Support
 - Team Work
 - Problem Solving
 - Communication
 - Adaptability
 - Critical Thinking
 - Time Management
 - Interpersonal
 - Attendance
- Supports, implements, and abides by the NCESD and partnering agencies' policies, regulations, procedures, and administrative directives; demonstrates loyalty to the NCESD and other administrators
- Submits records, reports, and assignments promptly and efficiently
- Deals with obstacles and constraints positively
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties
- Seeks and takes advantage of opportunities for professional growth

- Maintains dress and appearance appropriate to a professional work setting
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Assistant Superintendent or Superintendent

Physical Demands

- Frequent travel within the NCESD 171 region. Some overnight travel may be required
- Extended or flexible hours as necessary
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds
- Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position

Application Procedure:

The North Central ESD is accepting applications for this position online only. To access our online application, please click the link below

All completed packets must be submitted online and include:

- Resume
- Cover Letter
- Three Professional Reference Contacts
- Washington State Sexual Misconduct Disclosure Release

[Click here to apply](#)