

Subject: The Recruiter's Do's & Don'ts of ID&R Time
Date: Friday, February 2, 2018 at 9:47:43 AM Pacific Standard Time
From: Eric Garza
To: LEA_HV, LEA_RCHV, LEA_ADMIN, mrsstaff
Attachments: image001.gif

Good morning recruiters!! I want to thank all the Recruiters for the OUTSTANDING work you do. Washington's State MEP program is here because of the hard-dedicated work that you do.

In this week's Friday email, I want to touch on the subject, "The Recruiter's Do's & Don'ts of ID&R Time."

The recruiter often has job responsibilities that go beyond ID&R. For example, the recruiter may also wear the hat of a paraprofessional, MSA (Migrant Student Advocate) or Records Clerk. During the allotted time for ID&R the roles and duties of a recruiter are specific and geared only to ID&R. Below I have listed a few specific "Do's & Don'ts" duties:

The Do's of a Recruiter's ID&R Time

- Conducting Active ID&R
- Completing COEs
- Surveying your district
- Calling families for home ID&R appointments
- Completing COE Revalidations
- Contacting Employers
- Printing and reviewing MSIS reports
- Conducting ID&R at job fairs
- Visiting ESL/ABE classes to talk about the MEP program
- Attending your local WorkSource meetings to talk about the MEP program
- Visiting preschools

The Don'ts of a Recruiter ID&R Time

- Supervising lunch and recess duties
- Transporting students
- Supervising students during bus duties
- Completing student lunch forms
- Checking on school attendance
- Interpreting at parent and teacher conferences
- Translating – paperwork and material
- IEP – Translating and interpreting of meetings
- Completing DSHS forms

If you have any questions, please contact me at 800-274-6084 or email me @ egarza@msdr.org

Have a wonderful and safe weekend with family and friends!! Blessings always from MSDRS.