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| Module 2: The MEP Recruiter Level 2: Managing Recruiter Responsibilities |
| Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Outline |
| Level 2: GoalThe recruiter will learn how to organize and manage the responsibilities of recruitment.Level 2: Objectives After completing Level 2, the participant will be able to* understand the steps of time management in relation to the MEP and apply those steps to the recruiter’s roles and responsibilities; and
* identify common data reports that provide information to assist in recruitment.
 | Notes: |
| Time ManagementPlan:* KNOW how much time you have to devote to MEP duties each week
* KNOW what MEP duties need to be done during that time
* KNOW how long each task will take

Prioritize:* Small to big

OR* Big to small
* Deadlines
* Independent work

OR * Coordination with other people/staff

OR* Ask someone else to complete a task for you

Time ManagementWhat is your weakness: planning or prioritizing? What have you learned today that can help you strengthen this weakness?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| What should happen if the school asks the recruiter to spend MEP time on work that does not directly benefit the MEP? Keep in mind:* MEP time is limited
* MEP duties never end
* Recruiters are documenting their time in recruiter logs
* This log should accurately reflect the amount of time they are spending in migrant-related duties
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| Recruiting CaseloadCaseload refers to:* Families you have recruited
* Families you still need to recruit
* Number of students you have identified
* Student withdrawal dates

Write down the data reports you use to help you manage your recruiting caseload and the purpose of each of the reports.  |
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| Common Data Reports |  | Purpose |
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| Reviewing data reports helps you manage your time more efficiently, because… |
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| One for You, One for Me |
| I learned…  |
| I still want to know…  |
| I would like to have more training on… |

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