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| Module 2: The MEP Recruiter  Level 2: Managing Recruiter Responsibilities | |
| Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Outline | |
| Level 2: Goal The 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 Management Plan:   * 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 Management What 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 | |
| Recruiting Caseload Caseload 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. | |
| |  |  |  | | --- | --- | --- | | Common Data Reports |  | Purpose | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |
| |  | | --- | | Reviewing data reports helps you manage your time more efficiently, because… | |  | |  | |  | | |
| |  | | --- | | One for You, One for Me | | I learned… | | I still want to know… | | I would like to have more training on… | | |