



Director Guidance for New Employees (May 2024)

For all new Migrant Educators, Data Specialists, and other positions:

1. Obtain the new employee’s institutional/work email address.
2. Complete the [New Employee Form](#). In addition to the previous hyperlink, you may find the New Employee Form by navigating to the *Directors Links* found on the side of every page of the NYS-MEP website. You must be logged in.
3. Guide the new employee to watch the [data security training](#) module(s).
4. Once the data security training modules are complete, please request that the new employee submit the [MSIX and Web App User Agreement](#).
5. If the new employee will be using a device issued by ID&R, please complete the [Device Assignment Form](#). This is important to keep inventory records current. Rob Hillman will initiate an *Equipment Loan Agreement* that both the new employee and Will Messier will sign. The signed copy will be sent to the METS Director as well.
6. Facilitate and guide new employees through required training. Please see pages 2 for the list and titles/hyperlinks.

Identification & Recruitment (ID&R) will subsequently complete the following tasks:	
<ul style="list-style-type: none"> • Set up a Web App account. 	Lisa Rivera
<ul style="list-style-type: none"> • Set up a Migrant Student Information System (MSIX) account. 	Will Messier
<ul style="list-style-type: none"> • Add the new employee’s institutional email address to the to the Migrant Educator Newsletter and Professional Development Announcement distribution list. • Email the new employee, copying the Director, and attach the New Employee Welcome Letter, on behalf of the State. • Set up a NYS-MEP website account and offer to meet with the employee, via Zoom, for a tour of the website to call out specific and timely resources. <i>Please note:</i> Jenny holds the third Monday of each month for new employee website tours (9-10:30am). Please reach out if you would like to schedule this for the new employee, as we know that sometimes the granting of institutional email addresses and other processes take longer than desired. • Contact the appropriate Professional Learning Community (PLC) facilitator(s) and add the new employee’s name to applicable rosters per Director request via the New Employee Form. 	Jenny Verdugo



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- ❑ [Data Security Training](#) *(Recorded Workshop)*
Standard operating procedures for keeping migrant student data secure. Including:
 - Personally Identifiable Information (PII)
 - Family Educational Rights and Privacy Act (FERPA)
 - The three C's of Security: Conduct, Computers, and Communication
 - Encryption tools

- ❑ **Web App Training**
ID&R is working on creating a recorded module to support METS training. Currently, Directors and Data Specialists train new employees, with assistance from Lisa Rivera as requested by the METS.

- ❑ **Migrant Student Data System (MSIX) Training**
Learn how MSIX can help migratory students stay on track with their academic work as they move between schools and states. Hear tips about access and use of MSIX. ID&R is working on creating a recorded module. In the meantime, please speak with Odilia Coffta to set up live training.

- ❑ [New York State Migrant Education Program: An Overview](#) *(Recorded Workshop)*
Introduces new employees to the Migrant Education Program. 42-minute video.

- ❑ [Supporting Advocacy to Self-Advocacy](#) *(Recorded Workshop)*
One of the three pillars of the New York State Migrant Education Program's Theory of Action. (45-minute video)

- Director-Led Review of Key Program Documents and Processes**

- ❑ [NYS-MEP Theory of Action \(ToA\)](#)
Serves to clarify and amplify strategies for change to increase migrant student achievement. The ToA identifies three interdependent focus areas that are essential to supporting migrant children and their families: Subject Content and Instruction; Advocacy to Self-Advocacy; and Positive Identity Development.

- ❑ [Academic Services Intensity Rubric \(ASIR\)](#) *(2023-24)*
Educators and Directors use with the needs assessment data collected to determine the individual Service Level for each student.

- ❑ [Service Level Requirements Chart](#) *(2023-24)*
Highlights required services by grade and service intensity level for the new Service Delivery Plan.

- ❑ [Priority for Services \(PFS\) and Student Intake Form \(SIF\) Guidance](#) *(2023-24)*
This guidance document explains each data element collected on the SIF.