

Florida Migrant Education Program Recruiter Code of Ethics

Preamble

Commitment to ethical, professional conduct is expected of every recruiter and any individual with identification and recruitment responsibilities (recruiter, advocate, COE reviewer) in the Florida Migrant Education Program (FL MEP). This code is intended to serve as a basis for ethical decision making in the conduct of professional work. In addition, it may serve as a basis for judging the merit of a formal complaint pertaining to violation of professional ethical standards.

Standards of Professional Conduct

All recruiters, and all those involved in the identification and recruitment of migrant families, children, and/or youth must:

- Seek to enhance the recruitment profession by upholding high standards in all aspects of their professional responsibilities to the Florida Migrant Education Program.
- Commit to represent themselves and the FL MEP fairly, with dignity, honesty, and courteousness at all times; and should not engage in any activities which would bring the recruitment efforts or the MEP into disrepute.
- Comply with federal and state legislation and regulations as they affect the process of identification and recruitment; and must not assist or act in collusion with migrant families, children, and/or youth to knowingly circumvent the law or standards of ethical recruitment practices in any way.
- Accept that, as an employee of the FL MEP, each individual has a responsibility not only to do the right thing but also to avoid behavior that could be perceived as failing to do the right thing. Employees should always act in the best interest of the FL MEP and avoid even the appearance of a conflict of interest.
- Ensure that they continuously update their professional knowledge in relation to identification and recruitment by committing to a minimum of 18 hours of professional development per program year.
- Respect confidentiality at all times in relation to families, children, and/or youth (Family Education Rights and Privacy Act - FERPA).
- Report to the appropriate local regulatory body any recruiter or individual involved in identification and recruitment that has breached any regulation or legislation applicable to the identification and recruitment of migrant families, children, and/or youth in Florida.
- Use the Certificate of Eligibility (COE) at all times to document the eligibility of a child and/or youth in the FL MEP.
- Refrain from inappropriately using any FL MEP document (i.e., documenting false information on COE or sharing family/youth's information beyond FERPA guidelines).
- Take the necessary steps to perform the job safely at all times, protecting clients, colleagues, and themselves. An employee should immediately report to management any unsafe situation.

Conclusion

The role of a recruiter is a challenging one; however, it is also an honorable and critical part of the FL MEP. This code was developed for those who serve in this role and should be used as a tool for proper ethical decision making. Committing to this code will ensure the integrity of the FL MEP and the continued service of eligible migrant families, children, and/or youth.