

English Learner Assessment Technician

Definition

Under supervision of the site principal and the District Bilingual Resource Teacher, to perform, assessments of EL students, a wide variety of moderately difficult clerical work, including typing and/or computer; and do other work assigned.

Essential Duties

1. Assists the teacher in the identification/re-designation of students;
2. Administers oral language, reading, and writing assessments;
3. Compiles, posts, summarizes and maintains data in a database;
4. Updates records in the student database;
5. Collects and compiles data for the R-30 report;
6. Communicates with administrators, school staff, and others regarding clarification of the EL testing procedures, test items, and test scores;
7. Assist with parent contacts by telephone or in person serving as an interpreter as required;
8. Operate various office equipment (typewriter, computer, copy machine, etc.);
9. Perform other duties as may be assigned.

Qualifications

Knowledge of:

1. General academic needs of EL (English Learner) students;
2. Cultural background and lifestyle of EL students; and
3. District EL testing procedures.

Ability to:

1. Oversee and perform test distribution and scoring;
2. Maintain adequate stock of testing materials;
3. Work cooperatively with others;
4. Meet schedules and time lines;
5. Pass the District second language test;
6. Maintain current knowledge of program rules, regulations, requirements and restrictions;
7. Understand and carry out oral and written directions;
8. Exercise some independent judgment and discretion in the application of established procedures and policies in order to carry out an assignment or handle problems which may arise;
9. Maintain harmonious and cooperative relationships with fellow workers; and
10. Be neat in appearance, poised and even tempered.

Experience:

1. One year of successful experience involving contact with children in an instructional capacity, preferably in a school
2. Some experience in working with people of variety of cultures is desired.

Education:

Any combination equivalent to completion of high school sufficient to assure the ability to read and write the level required for successful job performance.

License: California Driver's License:

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

The employee is required to: Regularly stand, walk, and sit; occasionally stoop, kneel, crouch, or crawl and reach with hands and arms; frequently reach with hands; continuously repeat the same hand, arm or finger motion many times as in typing or using a calculator; continuously interact with the public; students and staff while meeting multiple demands from several people; occasionally lift and/or push up to 25 pounds. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained to this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.