

JOB DESCRIPTION
Pleasanton Unified School District

CELDT TESTING TECHNICIAN

Purpose Statement:

The job of CELDT Testing Technician is done for the purpose/s of administering and scoring initial and annual assessment of English Learner students; documenting information on student's proficiency in English; recommending class placement; and ensuring compliance with legal and administrative requirements.

Essential Functions

- Administers tests to referred students for the purpose of assessing proficiency in English skills (oral and written) that will assist teacher, psychologists and other professionals in appropriate class placement and/or program eligibility.
- Answers telephones for the purpose of providing information concerning assessment results.
- Compiles information from a variety of sources for the purpose of providing information and/or preparing departmental records and reports.
- Evaluates test scores for the purpose of providing information to other staff, determining appropriate student placement and/or referral.
- Instructs other staff in test administration for the purpose of ensuring proper testing protocols.
- Interprets test results for the purpose of providing information to school site staff.
- Maintains files and/or records for the purpose of ensuring an up-to-date reference trail.
- Maintains inventory of test material for the purpose of ensuring availability of material as needed.
- Meets with EL Liaisons as appropriate for the purpose of providing information, assisting with reclassifications and/or supporting their efforts at the school sites.
- Performs record keeping and general clerical functions (e.g. copying, faxing, filing, maintaining records, etc.) for the purpose of supporting assigned administrator and/or department personnel.
- Prepares documentation of test results for the purpose of providing written support, developing recommendations and/or conveying information in accordance with established guidelines.
- Prepares written materials (e.g. correspondence, memorandum, reports, etc.) for the purpose of communicating information to school and district personnel, students, parents, etc.
- Responds to inquiries of staff, students, parents, etc. for the purpose of providing information and referrals and/or facilitating communication among parties.
- Schedules student tests for the purpose of evaluating students in accordance with state requirements.
- Trains and provides work direction and guidance to assigned staff for the purpose of ensuring effective staff coverage at school sites.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: current office practices, procedures and equipment; correct English usage; records management techniques; and assessment and scoring techniques

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with diverse groups; work independently; and being attentive to detail while working with detailed information/data.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 13