



For the future of every student

## **CLASS TITLE: LANGUAGE ASSESSMENT SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Multilingual and Multicultural Education Director, coordinates English Language Proficiency (ELP) Assessments for both initial and annual assessment of English Learners; performs initial language assessments in English and Spanish, and plans, organizes, and schedules assessment activities; trains, assigns work, and provides work direction to temporary personnel assisting with assessments, and supports site-based personnel assisting with assessment at school sites; assists District personnel in the administration and scoring of ELP Assessments; and maintains and updates various databases and records related to training and assessment data.

### **DISTINGUISHING CHARACTERISTICS:**

The Language Assessment Specialist is responsible for coordinating English Language Proficiency Assessments as well as performing initial language assessments. Incumbents in this classification work closely with the Director of Multilingual and Multicultural as well as other certificated staff district-wide, and are responsible for maintaining and updating data in various databases as well as generating a variety of computerized reports and documents. Scope of contacts include parents, students, assessors, district personnel and outside agencies. The ability to speak, read and write the designated language (Spanish) is a requirement of this classification. The Assessment Technician is responsible for assisting the Director/Principal of the Vocational and Continuing Education programs with technical, record-keeping and administrative duties in support of assessment testing and staff development functions. This classification serves as a technical resource to staff, faculty, parents and others concerning assessment testing functions. Specialized training and/or appropriate college level coursework is required in accordance with requirements of specific exams proctored (i.e. the GED) and may require obtaining designated certifications.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Coordinates English Language Proficiency (ELP) Assessments for both initial and annual assessment of English Learners; performs initial language assessments in English and Spanish; plans, organizes, and schedules assessment activities.

Compiles test scores and provides data to teachers and others to determine curriculum needs of students. Provides technical assistance and support services to parents, students, assessors, district personnel and outside agencies.

Trains and oversees assessors while administering initial/on-going assessments including but not limited to the English Learner Proficiency Assessment of California, Spanish IPT, Aprenda and/or language screeners.

Works closely with students in the administration of assessments, understanding assessment results and goal setting.

Provides information to parents/guardians and school sites regarding EL student program options.

Inputs, downloads and updates a variety of data (i.e. EL student data, student test scores, assessment data, etc.) in assigned computer systems; develops and maintains automated databases, records and files; generates a variety of computerized reports and documents; assures accuracy of input and output data.

Prepares and maintains a variety of manual and automated records, reports and files related to students, assessment tests, results, registration, and assigned activities.

Composes routine correspondence independently or from oral instructions; types letters, reports, memos, forms, flyers, notices, agenda items, contracts, presentations or other materials from straight copy, rough draft or oral instructions; proofreads and verifies accuracy and completeness of documents.

Maintains a variety of logs, records and files; ensures the timely duplication and distribution of a variety of records, reports and other materials.

Requests non-student cum records and other student data from other districts and follows-up as needed.

Trains, assigns tasks and provides work directions to assessors assisting with the EL program assessments. May assist in the set-up of work areas, parent meetings, displays and exhibits.

Attends and participates in assigned meetings, conferences and trainings. Attends parent conferences as requested.

Ensures timely communication between school-site based personnel and the Multilingual & Multicultural Department regarding English Language Proficiency and primary language assessments.

Interprets and facilitates communication between staff and non-English speaking students and parents/guardians.

Other duties as assigned that support the overall objective of the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Principles, practices, techniques, standards, requirements and procedures related to the administration, reporting and scoring of assessment tests.

Operation of a computer and assigned software.

Methods of collecting and organizing materials, data and information.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

##### **ABILITY TO:**

Perform a variety of technical, record-keeping and clerical support duties in support of assessment testing functions.

Utilize a computer to input and extract data, and maintain and update various databases and records related to assigned activities.

Serve as a technical resource concerning assessment testing.

Research, compile and verify student and assessment data.

Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.

Prepare and maintain a variety of manual and automated records, reports and files.

Compose correspondence and written materials independently or from oral instructions.

Operate a variety of office machines and equipment such as a personal computer and all applicable hardware and software, copiers, printers, scanners, calculators, etc.  
Type or input data at an acceptable rate of speed.  
Work independently with little direction.  
Meet schedules and time lines.  
Maintain confidentiality of privileged information obtained in the course of work.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Demonstrate an understanding, patient and receptive attitude toward students.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training and/or experience equivalent to graduation from high school (or equivalent), and two years related experience including working with students or families in a social services or educational environment, administration of assessments and/or clerical and data maintenance experience in a related capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Required to translate oral and written communications between English and a designated second language (Spanish).

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.