



For the future of every student

CLASS TITLE: LANGUAGE ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Bilingual Education Coordinator, travel to various District sites to perform initial language assessments and CELDT testing activities; compile test scores and provide data to teachers and others to determine curriculum needs of students; provide technical assistance and support services to student, parents, District personnel, language assessors and outside agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Travel to various District sites to perform initial language assessments and CELDT testing activities; provide testing support and maintain contact with private schools receiving federal funding for English Learners; administer and score tests; establish and maintain student files.

Compile test scores and provide data to teachers and others to determine curriculum needs of students; receive and process scores received from the State; prepare letters to notify school sites and parents of the results.

Provide technical assistance and support services to student, parents, District personnel and outside agencies concerning initial language assessments and CELDT testing activities; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; explain test procedures, policies and regulations.

Compile lists of language assessors; communicate with assessors to determine availability; schedule training and provide on-going support to current assessors; provide assessors with informal language assessment kits, forms and other materials as needed.

Perform clerical duties related to assigned activities; compose correspondence, memoranda and other documents; process forms and applications as required; duplicate materials as needed.

Maintain inventory of testing supplies and materials; order supplies and materials as directed; compile required testing forms from various sources as needed; pick-up or receive testing supplies and materials as required.

Operate a variety of office equipment including a calculator, copier, computer and assigned software; drive a vehicle to conduct work.

Communicate with District personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Attend and participate in assigned meetings, conferences and trainings; attend parent conferences as requested.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures related to language assessments and tests.
Operation of a computer and assigned software.
Record-keeping techniques.
District testing procedures, practices and the proper security of test materials.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.
Correct oral and written usage of English and a designated second language.
Arithmetic computations.

ABILITY TO:

Travel to various District sites to perform initial language assessments and CELDT testing activities.
Compile test scores and provide data to teachers and others to determine curriculum needs of students.
Provide technical assistance and support services to site testing personnel and assessors.
Read, write, translate and interpret English and a designated second language.
Operate a computer and assigned software.
Compile and verify data and prepare reports.
Administer and score assessment tests in English and a designated second language.
Maintain accurate student records and files.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Work independently with little direction.
Make arithmetic computations with speed and accuracy.
Establish and maintain cooperative and effective working relationships with others.
Type or input data at an acceptable rate of speed.
Plan and organize work.
Meet schedules and time lines.
Compose correspondence and written materials related to assigned activities.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years experience related to the administration of language assessments.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

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.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Approved by Personnel Commission:

06/18/2008