LEAD LANGUAGE ASSESSMENT TECHNICIAN

Purpose Statement
Performs a variety of specialized and complex duties related to the administration of language assessment testing activities, records management, testing security, and training as required by Federal, State, and Local agencies. This position classification serves as a lead in providing direction to assigned staff.

Essential Functions
- Assist in the oversight and administration of language assessment testing and serve as a primary point of contact between the District and the California Department of Education, and other state and county organizations.
- Serve as a lead in providing direction and training to temporary staff assigned to assist in language assessment testing.
- Identify candidates, process and record appropriate forms for initial and re-designation.
- Coordinate and implement the use and distribution of testing materials by contacting vendors and District personnel, scheduling meetings and coordinating District testing calendars.
- Order, receive, count, verify and store testing materials; ensure test security; inspect testing shipments for accuracy and conformance to packing slips; assure adequate quantity of testing materials to meet testing needs; identify shortages and arrange for additional materials as needed.
- Prepare and arrange testing materials for distribution to testing sites and individual classrooms; compile, assemble and set up testing materials; disseminate test packets and materials to appropriate sites and classrooms; assure proper security of test materials.
- Coordinate the testing location, schedule and designate the number of language assessment testing staff necessary to complete testing at each school site for the administration of the English Learner assessments.
- Perform clerical duties related to assigned activities; schedule testing appointments, compose correspondence, memoranda, test results; information regarding placement of English Learners and other documents; process forms and applications as required; duplicate materials as needed.
- Review, correct and resubmit student data in the online state designated site or database.
- Coordinate the collection of assessment and testing data, ensuring testing packets are complete; compile a variety of complex data and prepare related reports for State and District use and data analysis; coordinate flow of information between the office and various agencies.
- Communicate with public agencies, District employees, other school districts, and the County Office of Education to exchange information and resolve issues or concerns related to testing materials, time lines, data, calendars, procedures, regulations and related matters.
- Provide verbal interpretation and written translation as requested in a designated second language for the purpose of assisting students, parents, and staff.

Other Functions
- Attend meetings and conferences as directed; maintain current knowledge of and monitor state requirements for state mandated testing.
- Operate a variety of office equipment including a computer and assigned software and databases.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet
changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; operating standard office equipment, including utilizing pertinent software applications; coordinating activities with other schools; organizing and communicating information and concepts; and applying and explaining the rules and regulations of the State and District language assessment programs.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent’s, 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-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; English and Spanish grammar / punctuation / spelling / vocabulary; record keeping and reporting practices; computer applications related to the work, including word processing, spreadsheet and database applications; assessment, data analysis, testing and evaluation techniques; cultural background and language of an appropriate non-English speaking community.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate and/or classify data; 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 groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing direction; setting priorities; use sound independent judgement within policy and procedural guidelines; entering and accessing information within standard computer formats with sufficient speed and accuracy to perform the work; maintain accurate records and files; prepare effective reports and correspondence; establishing and maintaining cooperative working relationships.

Responsibility
Responsibilities include: working under limited supervision, following standardized practices and/or methods; directing other persons within the work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the functions of the job. 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: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Education and Experience
Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge, and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in math, computer science, organizational development, early childhood development, etc. or a related field and three years of increasing responsible experience in testing administration or coordination, or bilingual assessment.

Required Testing
Pre-employment Proficiency Test
Pre-employment Bilingual Proficiency Test (level 3 required)

Licenses and other Requirements
Valid California Driver’s License

Job Family
Special Programs

Salary Range
38

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