



# LOMPEC UNIFIED SCHOOL DISTRICT

## LANGUAGE ASSESSMENT TECHNICIAN

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### **JOB SUMMARY:**

Under the direction of the Director of Common Core and Innovation, provide District-wide assessment of oral language proficiency for initial identification and annual progress of student in which a second language is spoken in the home; administer tests for English and primary language proficiency and contact schools regarding information used in the student's placement in English Learner instructional programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administer California English Language Development Tests (CELDT) to annual and initial students District wide; administer primary language and other tests to referred students to assess proficiency in oral and written English skills and/or other academic subjects and to assist teachers and other professionals in determining class placement and/or program eligibility; monitor students during testing activities; develop testing schedules in compliance with State requirements.
- Assess verbal and written communication of non-English speaking students to assist in the identification and placement with teachers and other school personnel.
- Assess and prepare documentation of test results; prepare recommendations and related information in accordance with established guidelines; submit documentation and test results to schools and parents; request and review student assessment records from other Districts and school sites as necessary.
- Maintain and update a variety of manual and electronic lists and records related to assigned activities including information relating to the English Learner component in the District student database.
- Administer and grade tests of students in the dual immersion program.
- Communicate with school sites and other school districts to exchange information, request or send student test records, and coordinate testing activities.
- Operate standard office equipment including a copier, printer, telephone, computer and assigned software; operate tape recorders for primary language testing; drive a vehicle to various sites to conduct work.
- Provide oral and written translation and interpretation of testing, instructional and other educational materials from English to a designated second language.

### **OTHER DUTIES:**

- Attend meetings and in-service training as assigned.
- Attend regular trainings related to the administration of tests as assigned by the position.
- Perform related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

#### Education and Experience:

Language Assessment Technician

Any combination equivalent to: graduation from high school and two years of experience providing bilingual assistance.

#### Licenses and other Requirements

- Valid California Class C driver's license and evidence of insurability.
- Incumbents in this classification are required to speak, read and write in English and a designated second language.

#### Knowledge of:

- Basic practices, procedures and techniques involved in administering and scoring tests.
- General standards, methods and procedures involved in the preparation, processing and circulation of testing materials. Methods of collecting and organizing materials, data and information.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Data control procedures and data entry operations.
- Correct oral and written usage of English and a designated second language. Interpersonal skills using tact, patience and courtesy. Record-keeping techniques.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary. Basic mathematics.

#### Ability to:

- Administer tests for English and primary language proficiency.
- Read, write, translate and interpret English and a designated second language.
- Provide translation services to facilitate the testing process, administer oral examinations, and confer with staff, faculty, students, parents, administrators and others regarding assessment testing functions.
- Prepare testing materials for distribution.
- Establish, maintain and update various records and files.
- Learn, interpret, apply and explain testing policies, procedures, rules and regulations.
- Respond to requests for test results and provide related scores and data.
- Communicate effectively both orally and in writing.
- Maintain confidentiality.
- Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned software.
- Meet schedules and timelines.
- Understand and follow oral and written instructions.
- Type or input data at an acceptable rate of speed.
- Make mathematical computations.

#### **WORKING CONDITIONS:**

##### Work Environment:

- Driving a vehicle to conduct work.
- Office and classroom environment.

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 with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.

Language Assessment Technician

- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Approval Date:** February 14, 2023

**Personnel Commission First Reading:** November 17, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** 29