



LOMPEC UNIFIED SCHOOL DISTRICT

LEAD LANGUAGE ASSESSMENT TECHNICIAN

JOB SUMMARY:

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 DUTIES AND RESPONSIBILITIES:

- 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 of pre-translated test results as requested in a designated second language for the purpose of assisting students, parents, and staff.

OTHER DUTIES:

- 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.

REQUIRED QUALIFICATIONS:

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, or adequate training and experience with ELPAC.

Licenses and other Requirements

- Pre-employment Proficiency Test
- Valid California Driver's License
- Incumbents in this classification are required to speak, read and write in English and a designated second language.

Knowledge of:

- Basic math, including calculations using fractions, percentages, and/or ratios.
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others.
- 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 to:

- Schedule activities, meetings, and/or events.
- Gather, collate, and/or classify data.
- Use basic job-related equipment.
- Work with others in a wide variety of circumstances.
- Work with data, utilizing defined but different groups.
- Problem-solve, analyze issues and create action plans.
- 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.

WORKING CONDITIONS:

Work Environment:

- Indoor work environment.

Lead Language Assessment Technician

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.

- Some lifting, carrying, pushing, and/or pulling.
- Significant fine finger dexterity.
- Generally, the job requires 60% sitting, 20% walking, and 20% standing.

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

Board Approval Date: February 14, 2023

Personnel Commission First Reading: November 17, 2022

Personnel Commission Approval: November 17, 2022

Salary Range: 38