WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: **ENGLISH LANGAUGE ASSESSMENT ASSISTANT**

BASIC FUNCTION:

Under the supervision of the Executive Director of the Office of Language Acquisition, works with District personnel to administer student language skills testing.

ESSENTIAL DUTIES:

Administers English Language Proficiency Assessments test, including listening, speaking, reading, and writing assessments of students.

Prepares, organizes and monitors testing materials.

Scores tests as required.

Verifies completion, accuracy and documentation of each student.

Performs related testing office clerical duties as assigned.

Participates in training as necessary.

OTHER REPRESENTATIVE DUTIES:

Performs a variety of clerical duties in relation to student instruction, such as the preparation of instructional materials, scoring tests, recording scores and attendance, as well as maintaining records and files.

Assists and proctors group testing.

Assists with notification of parents.

Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	Receives direction and supervision from Executive Director of Language Acquisition, or assigned administrator, certificated teacher(s) or specialist(s) to which assigned.
Internal Contacts:	Continuous contact with students, office staff, and site administration.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CLASSIFICATION STATEMENT: ENGLISH LANGAUGE ASSESSMENT ASSISTANT

KNOWLEDGE OF:

Required student testing procedures and practices.

Interpersonal skills; using tact, patience, and courtesy.

Office practices, procedures and equipment, including knowledge of computer keyboard.

Simple record keeping techniques.

***ABILITY TO*:**

Speak clearly and distinctly in English.

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

Correct oral and written communication skills in the use of English.

Knowledge of a second designated language may be helpful.

Perform clerical work with speed and accuracy.

Accurately maintain student testing records and reports.

Compare names and numbers rapidly and accurately.

Work cooperatively and effectively with students, school personnel and co-workers.

Provide information in an understandable manner and give direction to others.

Organize work to meet schedules and deadlines.

Work independently.

Interpersonal relation skills using tact, patience and courtesy.

Understand and follow both oral and written directions.

Communicate effectively with children and adults.

Read, interpret and follow rules, regulations, policies and procedures.

Work confidentially with discretion.

Establish and maintain effective working relationships with others.

REASONING ABILITY:

Ability to apply reasonable understanding in carrying out instructions furnished in written, oral or diagram form.

Ability to deal with problems in varying situations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school graduation or equivalent and some combination of experience working in an educational setting, including clerical/office experience or some computer/record keeping experience. Test administration experience helpful.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License, as well as a dependable mode of personal motorized transportation.

Completion of fingerprinting is required prior to the first day of work.

PHYSICAL DEMANDS:

A person employed in this classification is frequently required to stand, walk, stoop, kneel, crouch, climb balance and sit. The employee is regularly required to repetitively use fingers on both hands simultaneously or operate objects, tools or controls, reach with hands and arms; talk and communicate clearly. The employee must regularly lift and/or move items weighing up to 25 pounds without assistance. Specific vision abilities used while preforming this job including close vision, distance vision, color vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

PREPARED BY: Classified Personnel Department **DATE**: 11/07/2017
APPROVED BY: Personnel Commission **DATE**: 11/07/2017