

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: TESTING TECHNICIAN: ENGLISH LANGUAGE ASSESSMENTS FOR CALIFORNIA

BASIC FUNCTION:

Under the direction of the Executive Director, Accountability and Assessment, responsible for organizing and facilitating District-wide English Language Proficiency assessments for California (ELPAC) testing process which includes organizing the administration of the ELPAC test, prepares and distributes materials and rosters, sets the student's testing schedules; maintains the site facility; serves as a liaison between the Executive Director of Accountability and Assessment and the ELPAC testers; trains and provides direction to the ELPAC testers; inputs scores into local data systems; other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitors the ELPAC testing at each school site, and during summer

Coordinates staff to administer ELPAC testing.

Serves as a liaison between ELPAC testers at the site and Executive Director of Accountability and Assessment.

Accesses the ELPAC website for current testing updates and changes.

Procures substitutes and administers the ELPAC test when necessary.

Ensures accuracy and maintains confidentiality of student test information.

Performs a variety of clerical duties related to the ELPAC testing such as the preparation of testing materials, maintaining records and files and necessary correspondence.

Participates in and performs a range of duties in the testing process: such as reviewing testing tasks, scoring student tests, creating a database, forwarding the information to Accountability and Assessment, and packing and mailing/e-mailing of tests to the State designated agency and parents/guardians.

Maintains ELPAC calendar of timelines, sensitive dates and testing schedules.

Assists in training and provides work direction to those who administer the ELPAC test.

Plans, schedules, assigns and reviews the activities related to the testing process.

Ensures the completion of the testing process in a timely and efficient manner.

Participates in meetings, in-services and training programs.

Collects and forwards employee timesheets to Accountability and Assessment for processing.

Operates an array of office machines such as a computer terminal, typewriter, calculator and copy machine.

OTHER REPRESENTATIVE DUTIES:

Maintains working environment in a safe, neat, sanitary and orderly manner.

Performs other related duties, as assigned.

Acts as a contact person with other districts to exchange ELPAC information.

ORGANIZATIONAL RELATIONSHIP:

Supervision: (1) Reports to, receives direction from and is evaluated by the Executive Director, Accountability and Assessment.
(2) Provides work direction and testing guidance to ELPAC testers.

Internal Contacts: (1) Continual contact with ELPAC testers
(2) Continual contact with school site personnel
(3) Continual contact with Executive Director and Accountability and Assessment staff.
(4) Coordinates testing with Office of Accountability and Assessment Secretary.

External Contacts: (1) Occasional contact with parents and/or guardians of children taking the ELPAC test.
(2) Occasional contact with other school districts.

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.

KNOWLEDGE OF:

ELPAC guidelines and scoring

Safe practices for in-classroom and playground activities.

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

Correct oral and written communications in English.

Record-keeping and filing techniques; preparation of reports and correspondence.

Microsoft Computer program

Research techniques

Appropriate interpersonal skills

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ABILITY TO:

Perform accurate oral and written communications in English.

Read, write, speak and communicate effectively in English.

Maintain harmonious relationships with children, parents, staff, and the public. Including members of various ethnic communities, using tact, patience and courtesy.

Perform arithmetic calculations quickly and accurately.

Learn the procedures, functions, and limitations of assigned duties.

Operate instructional, office and audio-visual equipment.

Operate a computer using Microsoft word and access the internet.

Perform routine clerical duties.

Establish and maintain simple records.

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

Work confidentially with discretion.

Train and provide work direction to others.

Plan, organize and lead work flow.

Ensure correct and efficient completion of the ELPAC testing process.

Read, interpret and apply safety and site regulations

Write routine reports and correspondence

Operate a vehicle and observe legal and defensive driving practices

Establish and maintain cooperative and effective working relationships with others

Write simple correspondence independently.

Understand and carry out instructions furnished in written, oral, or diagram form.

Recognize and solve problems in varying situations.

Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Education: Any combination equivalent to: graduation from high school.

- Experience:
- (1) Two years of demonstrated experience in an organized setting or learning situation, working with children and people from a variety of cultures.
 - (2) One year general clerical experience involving typing, filing, record-keeping, preparing and composing reports.
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LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver’s License.

A reliable vehicle available for use in the performance of the duties and responsibilities assigned to this classification.

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 performing 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 typically works in an office or school environment. The noise level is usually moderate.

PREPARED BY: Classified Personnel Department
APPROVED BY: Board of Trustees
APPROVED BY: Personnel Commission
APPROVED BY: Personnel Commission
APPROVED BY: Personnel Commission

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