

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: LANGUAGE ASSESSMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director of Instructional Services, perform assigned duties to assist in the planning and implementation of the English Language (EL) services at assigned District sites; place students in appropriate school programs and classes; input and update student, testing and other data in an assigned computer system; perform various clerical duties in support of assigned program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform assigned duties to assist in the planning and implementation of the English Language (EL) services at assigned District sites; identify English Language students needing English and primary language assessment; place students in appropriate school programs and classes.

Input and update student, testing and other data in an assigned computer system; establish and maintain automated databases, records and files; initiate queries and generate a variety of computerized lists and reports; assure accuracy of input and output data.

Administer and proctor CELDT test and Home Language Survey; score tests and input information into assigned spreadsheets; send information to appropriate personnel.

Perform various clerical duties in support of assigned program including answering phones, typing, reviewing, filing and copying materials; check emails frequently as assigned.

Create folders and maintain filing systems; file important information including EL testing information; initiate CELDT information requests for outside districts; process CELDT information requests from outside districts promptly.

Provide training and assistance to personnel regarding CELDT and other testing procedures and inputting EL information into assigned systems; serve as a resource for information regarding EL program requirements and procedures.

Establish and maintain a variety of records, reports, and files related to assigned activities including records and forms for the English Learner Program, Language Informal Assessments and Reclassification forms; maintain EL records in student cumulative folders.

Provide translation and interpretation service between English and a designated second language; interpret parent notifications and other information pertaining to EL program requirements as needed.

Operate a variety of office equipment including a copier, fax machine, scanner, printer, folding machine, computer and assigned software; drive a vehicle to conduct work as assigned.

Communicate with students, staff, outside agencies and administrators to coordinate activities and

disseminate information related to assigned activities.

Attend meetings as assigned.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District programs serving second language learners.

Identification, assessment, and re-designation procedures.

Applicable Education laws, codes, rules and regulations.

District policies, regulations and procedures.

Familiarity with language assessment instruments.

Child growth and development principles.

Safe practices in classroom activities.

Appropriate human relations and student needs.

Proper English usage, spelling, grammar and arithmetical concepts.

Routine filing and record keeping procedures

Modern office practices, procedures and equipment.

Operation of a variety of office equipment, a computer and assigned software.

Telephone techniques and etiquette.

Correct English and designated second language usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills in English and designated second language.

Interpersonal skills using tact, patience and courtesy.

Mathematical calculations.

ABILITY TO:

Read, write, translate and interpret English and a designated second language.

Administer, proctor and score CELDT tests and other assessments to second language learners.

Understand and carry out oral and written directions.

Perform a variety of technical duties related to language assessment programs and testing.

Assemble, organize and prepare data for records and reports.

Communicate effectively with students, parents, staff and administration.

Answer telephones and greet the public courteously.

Understand and follow oral and written directions.

Compose routine correspondence and written materials independently.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and timelines.

Type or input data at an acceptable rate of speed.

Perform basic mathematical calculations.

Operate a variety of office equipment including a computer and assigned software.

Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with school age groups in organization setting or learning environment and/or training to fulfill essential duties. Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by an authorized agency.

Valid California Class C driver's license.

Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Sitting, standing and walking for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Lifting, carrying, pushing and pulling light objects.

Bending at the waist, kneeling or crouching to retrieve and file materials.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017