



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: DISTRICT TESTING ASSISTANT

REPORTS TO: Special Programs Manager

SITE: District Office

CLASSIFICATION: Classified Bargaining Unit

WORK YEAR: 12 Months

SALARY: Range 143 - Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: November 12, 2020

SUMMARY:

Under the direct supervision of the Special Programs Manager, the District Testing Assistant will test students who are new to the SMUHSD and who speak a language other than English to determine their English proficiency level. District Testing Assistant will provide a basic orientation to students and families regarding how to be successful in U.S. schools and will give information on support services. This position will provide support for annual feeder school testing. The position will track student test data and will act as a liaison for Title I and/or Title III identified students. Perform other related duties as assigned.

ESSENTIAL FUNCTIONS:

1. Perform a variety of responsible and complex, technical duties; coordinate with site and District schedules and communications to ensure efficient, accurate and timely administration of large group testing for District students on site.
2. Explain policies and procedures related to testing within the scope of authority of this position; provide information to staff, vendors, students, parents and volunteers.
3. For incoming English learners, administer and score initial English Language Proficiency Assessments (ELPAC) testing, assessment and determine placement.
4. Administer and score with Scholastic Reading Inventory (SRI) and Scholastic Math Inventory (SMI) testing for incoming students primarily at the feeder school sites.
5. Audit Elevation, AERIES, and CalPADS reports to ensure accuracy of language fluency of ELPAC, SRI and SMI test scores.
6. Research language proficiency data from previous school sites, if required.
7. Identify and refer students to support services.
8. Provide orientation and support to immigrant and/or Title I students and families to facilitate their successful integration into District schools.
9. Coordinate with school site personnel so that students and families are familiar with school resources and how to access them.
10. Obtain signatures on ELPAC test security affidavit forms from staff and volunteers proctoring test.
11. Secure, train and schedule necessary staff or volunteers to process materials and serve as test proctors where needed.
12. Order and coordinate delivery and return of test program materials, and maintain mandated records related to testing events; and direct preparation and organization of testing materials for distribution, collection and required accounting/security measures.
13. Maintain and update student records; prepare a variety of records and reports related to assigned activities as directed; purge and maintain files according to established procedures; submit reports to the California Department of Education as appropriate according to established timeline; and collect, process, package and coordinate shipping of testing materials to the State for scoring.
14. Prepare a yearly calendar and timelines to ensure proper and timely distribution of all tests, practice materials, supplies and manuals.

15. Prepare summaries and analyses of test results; coordinate the notification of parents of test results as required by the California Education Code; and provide assistance to school staff in analyzing and interpreting test results.
16. Operate office equipment including a copier, fax machine, computer and assigned software applications; and drive a vehicle to various sites to pick up or deliver testing materials.
17. Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- Two-year degree and/or equivalent experience
- Bilingual Spanish-English

KNOWLEDGE OF:

- District policies and procedures as they apply to student testing, record keeping and reporting.
- Methods and practice of statistical record keeping work involving data processing.
- Statistical analysis evaluation of test results.
- Format and procedures for entering and retrieving various types of data.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal relations skills using tact, patience and courtesy.
- Advanced knowledge of word-processing, spreadsheet, and databases.
- Familiarity with school services and community agencies.
- Strong interpersonal and organizational skills.
- Strong verbal and written communication skills.

EXPERIENCED WITH:

- Read and interpret federal regulations, state guidelines, and District policies, rules and regulations.
- Analyze and evaluate test results according to established guidelines.
- Be proficient in keyboarding speed and accuracy.
- Verify accuracy and completeness of documents and process data.
- Compile, maintain and submit accurate and complete records and reports.
- Analyze situations accurately and adopt an effective course of action.
- Read and interpret data processing print-outs.
- Understand and follow oral and written directions.
- Perform responsible and difficult clerical work with speed and accuracy.
- Perform basic mathematical calculations.
- Work independently with little direction.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- This position requires the ability to speak and understand another language.
- Demonstrated ability to be efficient, accurate and pay attention to detail.
- Critical thinking skills, as well as the ability to multi-task.

- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENT (PRIOR TO EMPLOYMENT):

- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District

requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.