

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADULT SCHOOL ELL/OFFICE SPECIALIST III

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate ELL office activities; perform a variety of specialized duties and provide clerical assistance and support for instructional activities with limited or non-English speaking students and their transition into Adult Basic Education (ABE).

REPRESENTATIVE DUTIES:

Perform a variety of specialized duties and provide clerical assistance in support of the Adult School ELL program including duties related to CASAS test administration, the preparation of instructional materials and record-keeping.

Coordinate office activities and reduce administrative detail for the adult school administrator.

Coordinate, schedule and administer CASAS or other state mandated testing for the entire adult school program, reporting results to teachers, counselors, state testing center, and others as necessary.

Receive and screen phone calls; provide program information and technical information concerning procedures and policies for the ELL programs.

Compile information and prepare report data for ABE and ELL programs as required by District, County and state regulations.

Attend consortium, county and state meetings as adult school representative as pertains to state mandated testing and data collection.

Perform duties involved in the test administration process for the ELL department including but not limited to state mandated tests and ELL placement test.

Coordinate, schedule and supervise student placement testing and classroom assignment. Assign students to appropriate classes and report results to appropriate teachers in accordance with testing scores and related information.

Maintain communication with ELL/Office Specialists I and II as to policy/procedural changes, important dates and related program information.

Prepare and distribute various instructional materials.

Assure timely distribution of workshop/seminar reports and testing information to ELL staff.

Maintain and review various records and lists, such as attendance/enrollment records and records related to test assessment.

Provide translation to facilitate communication as required.

Distribute and account for equipment and materials related to mandated testing.

Operate a variety of office equipment.

Assist in maintaining office in a neat and orderly condition.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures and policies for the ELL and citizenship preparation programs.
Correct oral and written usage of English and a designated second language.
Applicable sections of State Education Code and other applicable laws.
Modern office practices, procedures, equipment and various computer software such as but not limited to Microsoft Word, Excel and PowerPoint.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic math skills.

ABILITY TO:

Organize, compile and evaluate data pertaining to the ELL program.
Provide clerical assistance in support of the adult school ELL program.

Learn and implement test administration process including scheduling, administering and scoring of a variety of tests.
Learn and apply rules, regulations, laws and policies pertaining to job.
Maintain complex records and prepare reports.
Provide translation.
Communicate effectively with English and non-English speaking adults.
Perform clerical duties such as filing, duplication, typing and maintaining records.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Maintain records and lists.
Type at an acceptable rate of speed.
Operate a variety of office equipment.
Work cooperatively and effectively with others.
Promote the Adult School ELL program.
Work independently with little direction.
Work with diverse student populations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with adult ELL students preferably at the level of Adult School ELL/Office Specialist I or II. One year clerical experience involving the use of computer and word processing software desirable.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the District-mandated proficiency examination;
Successful completion of District Bilingual proficiency examinations.

WORKING CONDITIONS:

Adult School office environment. Subject to exposure to communicable diseases.

Job Study-1/2020