

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LANGUAGE ASSESSMENT SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Language Support Services, perform a variety of functions and specialized assessment activities to determine fluency for incoming students to the District; administer and score tests; input data and test scores into an assigned database; serve as an interpreter for non-English speaking students and parents; perform various clerical duties in support of assigned program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of functions and specialized assessment activities to determine fluency for incoming students to the District; provide information regarding Center services to District personnel, parents and others as needed; assist parents with completing forms and scheduling testing appointments.

Maintain records; compile and evaluate student assessment data; type and input assessment results and student information into assigned district computer system; run school/district reports; verify information and assure accuracy of reclassification applications.

Administer and score English and primary language verbal fluency tests to second language learners; administer English and primary language writing samples and reading inventories; review computer-generated reports and monitor progress of students.

Serve as an interpreter for non-English speaking students; provide oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to a designated second language.

Perform various clerical duties in support of assigned program including answering phones, typing, reviewing, filing, and copying materials; establish and maintain a variety of files, schedules and records.

Assist with the storage and delivery of testing materials to school sites.

Operate a variety of office equipment including a copier, scanner, computer and assigned software; drive a vehicle to conduct work; travel to various sites to administer tests as needed.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Attend meetings and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.
District programs serving English 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.
Methods of assessing and testing students for language fluency.
Record-keeping and filing techniques.
Regulations and parent's rights related to the English Learner program.
Child guidance principles and practices.
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 usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Mathematical calculations.

ABILITY TO:

Perform a variety of complex functions and specialized assessment activities related to language assessment programs and testing.
Perform specialized language assessment activities to determine fluency for incoming students.
Read, write, translate and interpret English and a designated second language.
Oversee the activities of the Language Assessment Center.
Plan and organize Language Assessment Center scheduling.
Administer, proctor and score tests and other assessments to second language learners.
Assess and make recommendations for student placement in appropriate District programs.
Maintain records and prepare reports.
Work independently with little direction.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Assemble, organize and prepare data for records and reports.
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:

Education: Graduation from high school or equivalent and completion of an associate's degree or higher or 48 semester units of college coursework from an accredited college/university.

Experience: One year of experience working in an English Learner program.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this classification are required to speak, read and write in English and a designated second language and will be required to pass a proficiency test.

Valid California class C driver's license.

CELDT training within the first 6 months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.