# Job Description

| POSITION TITLE: | Temporary ELPAC (English Language Proficiency Assessments for California ) Examiner (CLASSIFIED) | #4050 |
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| SALARY PLACEMENT: | Classified Hourly Salary Schedule Range 25 | |

**SUMMARY OF POSITION:**
Under direction of management personnel, administers the Initial, Alternate, and Summative English Language Proficiency Assessments for California (ELPAC) and/or the Alternate ELPAC, including all domains (Speaking, Listening, Reading, and Writing) to grades K-12. The English Language Proficiency Assessments for California, or ELPAC, is a test mandated by California which assesses English Learners in the areas of listening, speaking, reading, and writing.

**MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**
Equivalent of the completion of the twelfth grade.

**DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:**
Experience working in an educational setting.

**CREDENTIALS AND/OR SKILLS AND ABILITIES:**
Basic computer skills. Basic word-processing skills. Ability to carry out oral and written directions; make routine decisions; communicate effectively; establish and maintain cooperative working relationships. Fluent in English with knowledge of standard English usage, spelling and grammar. Be flexible and receptive to change. Must have an understanding of other cultures; an ability to work in a positive and productive manner with youth; an awareness of the education system; and an awareness of English Language Proficiency Assessments.

**ESSENTIAL FUNCTIONS:**
Essential functions may include but are not limited to the following:
1. Complete state required Moodle training and calibration.
2. Attend ELPAC Administration and Scoring Training.
3. Commit to testing administration during the complete testing window (Alternate ELPAC: October-February, Summative ELPAC: January – May), however, testing may finish earlier.
4. Prepare materials for testing.
5. Schedule assessments for students.
6. Call families about assessments.
7. Administer and score the ELPAC and/or Alternate ELPAC.
8. Follow testing protocols and navigates testing interfaces during test administration.
9. Ensuresa safe, organized testing environment.
10. Maintain a variety of digital and physical logs & records.
11. Perform a wide variety of clerical duties.
12. Follow all procedures to ensure confidentiality and maintain secure test materials.

**PHYSICAL REQUIREMENTS:**
Employees in this position must have the ability to:
1.  Sit for extended periods of time.
2.  Enter data into a personal computer, operate standard office equipment, and use a telephone.
3.  See and read a computer screen and printed matter with or without vision aids.
4.  Hear and understand speech at normal levels and on the telephone.
5.  Speak so that others may understand at normal levels and on the telephone.
6.  Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.


**WORK ENVIRONMENT:**
Employees in this position will come in contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.  Employees in this position will be required to work in a school and/or standard office environment.

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