

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADULT SCHOOL ELL/OFFICE SPECIALIST I

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide clerical assistance and support for instructional activities with limited or non-English speaking students in an adult school program.

REPRESENTATIVE DUTIES:

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

Perform duties involved in the test administration process for the ELL department including, CASAS test and ELL placement test; coordinate, schedule, administer and score tests; report results to the appropriate teacher.

Assist in enrolling students into appropriate classes in accordance with testing scores and related information.

Prepare various instructional materials and teaching aids.

Prepare and maintain various records and lists, such as course enrollment, and test assessment.

Provide translation to facilitate communication as required.

Distribute instructional materials according to established procedures.

Operate a variety of office equipment.

Assist in the organization and supervision of student activities.

Assist in maintaining office in a neat and orderly condition.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.
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:

Provide clerical assistance in support of an adult school ELL program.
Learn and implement test administration process including scheduling, administering and scoring of a variety of tests.
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 or high school equivalency and one year experience working with adult ELL students or one semester of coursework in Adult School.
One year clerical experience desirable.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the District-mandated proficiency examination.
Successful completion of the District bilingual proficiency examinations.

WORKING CONDITIONS:

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

Job Study-1/2020
Revised 2/2025