

CLASSIFIED JOB DESCRIPTION

ENGLISH LEARNER SUPPORT TECHNICIAN IV

JOB SUMMARY:

Under general supervision, performs a variety of skilled, technical, and clerical work in support of an assigned department or program. Organizes, coordinates, and participates in handling assigned routine administrative details not requiring the immediate attention of the supervisor.

ESSENTIAL JOB FUNCTIONS:

- Enters data into *eSchoolPlus*.
- Answers or initiates routine phone calls and emails.
- Orders office supplies.
- Files various forms and documents.
- Provides routine secretarial/clerical services such as composing business letters, memos, test scoring, parent notifications aligned to state/federal requirements, and other documents.
- Acts as back up to other interdepartment secretaries.
- Works collaboratively with IT Programmer Analyst to make corrections in the Student English Language Acquisition State data system, CALPADS.
- Assists with the coordination of the assessment process, including; maintaining inventory of testing supplies/materials, ordering, distributing, packing of test materials, and mailing of assessments for scoring.
- Collaborates/communicates closely with IT Programmer Analyst to ensure accuracy of student language assessments data and language classifications for English Learners.
- Assists other departments during state audits related to English Learner students, programs and support.
- Prepares/maintains records and reports related to English Learner students' test results to assure accuracy and completeness of records and reports.
- Communicates with other school districts providing/requesting English Learner student state test scores.
- Provides technical assistance and support to school site personnel.
- Works collaboratively with English Learner Leads regarding trainings, guidance, and support to Instructional Assistants at all school sites.
- Assists site English Learner Instructional Assistants on language assessments and the identification, monitoring, and record maintenance for English Learners.
- Assists with the coordination of all state reports related to English Learners.
- Assists with generating reports related to English Learner programs and assessments.
- Maintains records related to English Learner programs and assessments.
- Responds to inquiries of staff, parents, or community members for the purpose of providing information and/or direction as required.
- Assists and coordinates support for all immigrant students, including training and guidance to Instructional Assistants supporting immigrant students.
- Collects monthly school activities calendars from all District school sites and compiles the monthly report for the Superintendent's office to present to the Board of Education.

- Operates computer applications such as Excel, Word, and *eSchoolPlus* Student Information System and Report Center.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Any combination of education, training and/or experience, which demonstrates the ability to perform the required duties.
- Evidence of successful clerical experience with a high level of responsibility.
- Ability to perform secretarial and clerical work of a relatively complex nature; excellent command of English and Spanish in performing a variety of secretarial/clerical work.
- Knowledge of modern office practices and procedures, including various forms of correspondence, filing, etc; knowledge of standard office machines, including reproduction equipment. May be required to have a broad knowledge of District policies, practices, and goals; knowledge of English Learner programs, policies, and regulations; and knowledge of correct English usage, spelling, and punctuation.
- High school diploma or GED required, preferably supplemented by relevant college degree or units.

Classified Salary Schedule: Range 28
BOARD APPROVED: 07/11/18
REVISION DATES: 07/16/23
08/09/2023