

NATOMAS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION:	English Learner Program Data Analyst	FLSA:	Non-exempt
DEPARTMENT/SITE:	Office of the Chief Academic Officer	SALARY GRADE:	14
REPORTS TO:	Director, Research and Data or Designee		

OVERALL OBJECTIVE AND SUMMARY

Provides written and oral translation of designated language into English as needed, arranges for translation at meetings, coordinates and administers English proficiency and primary language testing/surveys of English Learner students, and trains subordinates in primary language testing/surveys of English Learner students. Provides administrative support (including data entry) for program administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, oversees, and administers primary language testing/surveys of English Learner students. Travel to school sites, including District charter schools, to provide testing.
- Enters data related to English Learner program into data base system (for example CALPADS, Infinite Campus, TOMS) and analyze data for monitoring of English Learner program information.
- Trains other staff on assessment procedures in preparation for ELPAC, LAS Links, and State Seal of Biliteracy Testing.
- Assists with training substitute personnel to administer and score testing.
- Runs reports of test results and provides report data to school sites and personnel on a regular basis.
- Provides recommendations regarding the necessary budget for English Learner Testing.
- Verifies the state reporting files and corrects errors before certifying with the state.
- Provides testing-related administrative and communication support to the Research and Data Department.
- Ensures that testing procedures are followed in alignment with Board Policy.
- Administers initial and summative ELPAC, LAS Links, and State Seal of Biliteracy tests.
- Informs testing coordinators at sites of student testing results, provides scores for proper placement.
- Updates data throughout school year to reflect changes in enrollments and testing needs of English Learner students and provide direct support for newly-registered students.

- Supports with preparation of DELAC meetings and State Seal of Biliteracy Testing.
- Assists with English Learner reclassification process to help staff determine students who qualify for reclassification and update information in the student information system accordingly.
- Maintains inventory of testing materials and supplies to be available at each school site.
- Provides designated language/English oral and written translation when requested (meetings, conferences, etc.).
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- General office practices, procedures and equipment, including, filing systems, telephone techniques and letter and report writing.
- Proper English and designated language usage, grammar, spelling, punctuation and basic arithmetic skills.
- Modern office practices, procedures and equipment including receptionist etiquette.
- Student Information Systems (for example CALPADS, TOMS, LAS Links, Infinite Campus)
- Departmental procedures and standing instructions related to work performed.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.
- Maintain current understanding of relevant information related to administering tests for all English Learner students.

Ability to:

- Independently perform the duties of the position, following well defined policies and procedures.
- Data entry, typing, proofreading and word processing tasks.
- Learn State and District testing procedures, practices and protocols.
- Communicate with District staff and a diverse group of students and parents, sometimes in stressful situations, using tact and diplomacy.
- Maintain records.
- Operate standard office machines and equipment, including typewriters, multiline telephone system, copiers, calculators, word processors, printers, etc.
- Type at a minimum rate of 40 words per minute from clear, legible copy.
- Effectively communicate in English and designated language, both orally and in writing.
- Use computer software programs.
- Pass a qualifying proficiency test.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words, letters and numbers.
- Speech and hearing ability to carry on conversations in person and over the phone.
- The ability to reach and pull materials from files and shelves.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

High School diploma or equivalent is required. EL program experience is desired.

LICENSES AND CERTIFICATES

- Typing certificate for 40 w.p.m.