Position:	English Learner Program Technician (Spanish)	FSLA: Non-exempt
Department:	Educational Services/State and Federal Categorical Programs	Salary Grade: 9
Reports to:	Director of State and Federal Categorical Programs or Designee	

OVERALL OBJECTIVE AND SUMMARY

Provides written and oral translation of Spanish 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 and administers primary language testing/surveys of English Learner students. Trains others to administer and score Spanish proficiency tests and proficiency surveys.
- Enters data related to English Learner program into data base system and assists monitoring of English Learner program information.
- Maintains inventory of tests including preparation of purchase orders.
- Translates written documents from English to Spanish and from Spanish to English.
- Provides Spanish/English oral translation when requested (meetings, conferences, etc.). Arranges for translation at meetings when requested and coordinates other translators in the district and community.
- 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 Spanish usage, grammar, spelling, punctuation and basic arithmetic skills.
- Modern office practices, procedures and equipment including receptionist etiquette.
- 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.

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, multi-line 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 Spanish, 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.

Adopted: June 2001
Revised: December 12, 2007
Range Updated: July 1, 2025 per CBA