Position:	English Learner Testing Specialist	FSLA: Non-exempt	
Department:	Educational Services/State and Federal Categorical Programs	Salary Grade:	6 - English Only 7 - Bilingual
Reports to:	Director of State and Federal Categorical Programs or Designee		

OVERALL OBJECTIVE AND SUMMARY

Administers and scores English fluency testing to English Learner students. Completes related clerical work.

This position requires the ability to administer and score English proficiency and primary language (optional) testing; the ability to translate orally from English to other language and from other language to English. Proficiency in oral and written English is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers English language testing of English Learner students. Scores tests and completes related clerical tasks. May enter data related to English Learner program into database system.
- If fluent in Spanish, administers and scores Spanish language test to Spanish speaking EL students. Completes related clerical tasks.
- If fluent in a second language, provides second language oral translation when requested (meetings, conferences, etc.).
- Occasional classroom support as assigned by Director of State and Federal Categorical Programs or designee.
- Maintains testing records and files.
- Ensures the timely distribution and receipt of a variety of records and reports.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats.
- Operates a variety of office machines including, but not limited to, personal computer, typewriter, calculator, copier, and two-way radio.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Literacy in Spanish or other language is desired.
- Modern office practices, procedures and equipment including receptionist etiquette.

- Departmental procedures and standing instructions related to work performed.
- Proper English usage, grammar, spelling, punctuation and basic arithmetic.
- 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.
- Learn State and District testing procedures, practices, and protocols.
- Communicate with District staff and a diverse group of students and parents reflecting positively on the department and the District.
- Maintain records.
- Learn, understand and apply district rules, regulations and policies.
- 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 both orally and in writing.
- Use computer software programs.

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

This position requires either two years of study at an institution of higher education, an associate's degree or higher, or passing a qualifying assessment test. EL program or education related experience is desired.

LICENSES AND CERTIFICATES

Typing certificate for 40 w.p.m.

Adopted: March 10, 2004
Revised: December 12, 2007
Range Updated: July 1, 2025 per CBA