CLASS TITLE: **BILINGUAL TESTING PROGRAM TECHNICIAN**

DEFINITION: Under direction of the district administrator overseeing and supervising EL programs, performs work of considerable difficulty in initiating, coordinating and completing the database processing for English Learners (EL) district testing and related programs with a major responsibility for knowledge of and use of data base systems; and performs related duties as required.

EXAMPLES OF DUTIES:

- Coordinates and develops the entire data recordkeeping and processes of EL test scoring services to conform to district test calendar
- Receives and enters incoming information
- Secures, scores, and maintains all test data
- Prepares database to support EL testing schedules
- Coordinates dissemination of results for student placement
- Maintains databases for tracking EL students progress to include all of the necessary elements to support correct placement of EL students, including date of entry into US schools, CELDT and CAHSEE test scores, grade level and language codes and for reclassification of students
- Keeps accurate files
- Assists information and output of data for district, state and federal reports
- Compiles required information for preparing various reports and documents
- Maintains quality control
- Generates EL reports for district-wide use

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination of education, training and experience equivalent to one year of experience in research or related work, including experience in all aspects of office procedures involving familiarity with data processing procedures and the development of reports.

Knowledge of:

- Federal, state and district programs, policies and procedures related to EL students
- Basic data processing procedures and data base manipulation
- Statistical techniques and procedures
- Internet browsers and Internet access
- Standard office procedures
- Appropriate English usage, spelling and grammar
- Bilingual to converse with families and community
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students and staff

Skill in:

- Supporting, coordinating and responding to schools and district wide users of the data
- Organizing data, creating reports
- Communicating clearly and effectively in both oral and written form
- Developing training materials

- Conducting staff trainings
- Working with data and produce reports

Ability to:
- Maintain and organize data base reports and records
- Operate electronic devices with a high degree of proficiency using the following software applications: word processing, spreadsheet, desktop publishing, or data base
- Diagnose problems over the telephone or via email
- Maintain effective working relationships with staff, users, administrators and vendors
- Work under pressure
- To work independently

Licenses:
- A valid California driver's license is required.

Certificates and Other Requirements:
- Ability to meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen).

Environment:

Office-based settings; fast paced work with deadlines; ongoing interruptions and high demand to multi-task and complete job duties with stringent timelines; maintains high regard for exemplary customer service.

Physical Abilities:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; sufficient vision to read various documents related to assigned activities and view a computer monitor; physical, mental, and emotional stamina to endure long hours under sometimes stressful situation's; lift light objects up to 25 lbs..

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CST Salary Range: 508
MT. DIABLO UNIFIED SCHOOL DISTRICT
Bilingual Testing Program Technician Board Approved: June 1, 2015