

SAN YSIDRO SCHOOL DISTRICT

TITLE: Testing Assistant
DEPARTMENT: Educational Services
FLSA: Non-Exempt
REVISED: September 2022

REPORTS TO: Department Administrator
CLASSIFICATION: Classified (10 month)
SALARY: Classified Schedule 8-12
Board Approved: October 2022

BASIC FUNCTION: Under direction of an assigned supervisor, administer language proficiency tests to students to determine appropriate classroom placement; score tests and record results; perform clerical duties in support of other school programs and activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Complete annual certification for all assessments, as required in order to administer the assessments.
- Administer language proficiency tests to individual students using prepared tests to determine the student's proficiency level in English and/or Spanish.
- Test students at one or more school sites; distribute and collect tests, papers, supplies and materials and/or utilize the electronic testing system.
- Supervise students during test periods; score tests and prepare evaluation of results to communicate to the student's family.
- Re-test students in accordance with established requirements and document reclassification of proficiency as appropriate.
- Record test scores, process required forms and file data in student cumulative records according to established procedures and regulations.
- Provide student score results from English Language Proficiency Assessments for students when requested by outside LEAs.
- Request student score results from English Language Proficiency Assessments for students who are new to the district.
- Prepare summary of students tested by grade level.
- Provide periodic lists and reports to the District Office and to each school site to support in the monitoring and implementation of interventions for English learners.
- Support in the preparation and dissemination of annual testing notifications for parents at each school site.
- Monitor student English learner progress to support student language acquisition.
- Support in the collection of RFEP monitoring documentation for students who have been reclassified.
- Administer and/or support the English language placement assessment at private schools as required.
- Communicate effectively with students in two languages, establishing and maintaining positive relations with students.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Correct oral and written usage of English and Spanish.
- Basic record-keeping techniques
- Interpersonal skills using tact, patience and courtesy.
- Basic principles and practices of bilingual communication.
- Operation of standard office machines such as computer, copier, calculator, etc.

ABILITY TO:

- Speak, read and write in Spanish.
- Administer, score and evaluate the results of specific language proficiency tests.
- Maintain records and files.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide accurately.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- Any combination equivalent to: graduation from high school, and completion of two years of higher education study OR possession of an Associate's or higher level degree, OR equivalent combination of education and experience.
- Any combination equivalent to: one year of experience working with students in an organized bilingual setting.
- Valid California C Driver's license.
- This position is subject to the provisions of the Every Student Succeeds Act (ESSA).

WORKING CONDITIONS:

Indoor school settings which can include office and classroom interactions. Subject to driving to various locations to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.