# JOB DESCRIPTION

**JOB TITLE: Bilingual Assessment Clerk**

**Job Family: Instructional Support Services**

**Range: 28**

**Job Purpose Statement**: Under general direction of the Executive Director of Instructional Support Services to perform a wide variety of routine assessment tasks in English and Spanish.

**Essential Job Functions:**
Performs general clerical work at school sites and/or departments, frequently using second language skills.
Compiles, reviews, and checks all reports, records and other data for accuracy, completeness and compliance with established standards, procedures, and guidelines.
Administer state approved oral language proficiency assessments in English and Spanish for K-12 students and transcribes the oral answers into written form.
Communicate the intent of the surveys to school sites.
Correct, analyze, score, and tabulate the results of assessment tests. Test and work with students on a one-to-one basis.
Score tests.
Transcribe and record students' responses.
Sort, arrange, alphabetize and file materials.
Translate materials as needed and requested department and sites.
Attends staff meetings and required training programs.
Post, date, and instruct personnel to perform the tasks related to oral language proficiency assessments.
Performs other related duties as required.

**Other Job Functions:**

**Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

***** **Participates** in district in-service programs.

**LICENSE REQUIRED:**

Must possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

**DESIRABLE QUALIFICATIONS:**

**Knowledge of:**
Modern office practices and procedures including the preparation of business correspondence, filing, and standard office equipment operations
Computers and software
English and Spanish usage, vocabulary, grammar, spelling, and punctuation

**Ability to:**
Quickly develop rapport and work well with students of all ages, ethnic groups, and ability levels (K-12)
Perform clerical work of moderate difficulty with speed and accuracy
Operate computers
Make arithmetical calculations with speed and accuracy
Analyze test results within establish criteria

Understand and carry out oral and written directions
Meet the public tactfully and courteously and work independently.
Exercise discretion and judgment in handling confidential information.
Establish and maintain effective work relationships with those contacted in the performance of required duties.
Type at a speed of 40 wpm with accuracy

**EDUCATION REQUIRED:**
High School Diploma or equivalent. Completion of formal or informal education sufficient to assure the ability to read, write and communicate in English and Spanish at the level required for successful job performance.

**EXPERIENCE:**
Demonstrated increasingly responsible clerical experience. Previous experience in a bilingual/multicultural setting.

**Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test. Possession of a valid California Driver's License.