CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL ASSISTANT - EL

JOB SUMMARY:

Under general supervision of the Director of Accountability, State and Federal Programs. May perform a variety of clerical, data entry, record keeping, and supportive duties~~;~~ may provide services to students one on one or small group in English or a language other than English; will certify to administer and score language assessments and assists in the scheduling of school wide testing, will perform~~s~~ related work as required.

ESSENTIAL JOB FUNCTIONS:

- Maintains confidentiality and security of students records and test materials.
- Reviews incoming cumulative folder documentation to identify students, for state required English Language Proficiency Assessments for California (ELPAC).
- Attends required yearly certification for ELPAC administration and scoring. Administers ELPAC assessments appropriate schedule in a timely manner.
- Scores reports of language assessments and accurately reports results with correct students' demographic information.
- Sends parent notification of test results for Initial and Summative assessments.
- Maintains updated documentation in student cumulative folder in compliance with state and federal guidelines for program monitoring including Federal Program Monitoring (FPM).
- Administers and scores the Language Assessment Scales (LAS) both in the target language and in English.
- Utilizes and enters data into the student information system and state assessment system.
- Acts as a liaison between parents, schools in relation to the assessments, monitoring and reclassification of EL's. Supports in instructional program of EL's.
- Participate in ongoing training provided by the District related to the assessment, monitoring, instruction, and support of EL's and their families.
- Assists in the preparation for the state required R-30 report.
- Communicates on a regular basis with District staff to ensure clear understanding of responsibilities and procedures.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Agrees to participate in ongoing professional development related to all essential job functions and responsibilities.

- Establishes and maintains effective working relationships with adults and children; performs a variety of complex tasks; understands and carries out oral and written instructions; and prepares reports as required utilizing good grammar.

- Uses basic knowledge of computer programs, record keeping, clerical functions.

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- Knowledge of correct language usage, spelling, grammar, and punctuation.

  California state law requires that all personnel work in an instructional setting demonstrate high school proficiency in the areas of reading, writing, and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.

- Education requirement of graduation from high school or equivalent, preferably supplemented by two years' college course work in child care specialization or equivalent.

- Must have a valid California Driver's License and be insurable under the District's insurance policy. Must maintain insurability and have available an insured automobile for job-related use.

Classified Salary Schedule Range 20
BOARD APPROVED: 08/19/97
REVISED: 07/01/15
10/14/26