

## LANGUAGE ASSESSMENT SPECIALIST

### DEFINITION

Under the direction of the Director of Accelerated Achievement and English Learner Programs, will perform specialized assessment activities to determine the English language proficiency of incoming students to the District; oversee the activities of the Language Assistance Center (LAC); test and place students; provide information regarding LAC services to District and site personnel; performs other duties as assigned and/or required.

### ESSENTIAL DUTIES

- oversees the activities and daily operation of the District LAC; provides information regarding the LAC services to District and site personnel and parents
- assesses incoming students in language proficiency in English by administering the CELDT and other appropriate assessments in English and Spanish; scores tests; recommends students for placement in appropriate District programs
- enters initial student assessment data into databases; maintains lists of students tested at the LAC and reviews computer-generated reports
- schedules and performs District and site CELDT and other assessments; travels to various sites to administer tests as needed
- communicates with students and parents regarding test scores; informs students of eligibility for the English Learner Program; explains procedures, parent rights, and the English Learner Program; prepares related letters and forms
- enters initial assessment results and data in the English Learner student files for the District
- provides ongoing training of LAC Bilingual Instructional Assistants and other LAC personnel
- receives, monitors, and updates District data files related to assigned programs
- generates and develops various reports from a wide variety of data sources
- performs oral and written translations as needed
- performs various clerical duties and related duties as assigned
- assists in the preparation of evaluation reports
- provides on site assistance to collect and organize annual achievement data

### QUALIFICATIONS

**Knowledge of:** Methods of assessing and testing students for English language proficiency; correct oral and written usage of English and a designated second language; District English Learner Program; practices, procedures, and techniques pertaining to automated student record management, storage and retrieval systems; record keeping and filing techniques; regulations and parents' rights related to the English Learner Program; interpersonal skills using tact, patience, and courtesy; oral and written communication skills.

**Ability to:** Speak, read, and write English and Spanish to effectively communicate with English or non-English speaking students and parents in oral and written form; effectively and efficiently plan, organize, and coordinate language assessment functions; perform specialized language assessment activities to determine English proficiency for incoming students; read, write, translate, and interpret English and a designated language; oversee the activities of the Language Assistance Center; test and place students in appropriate District programs; monitor progress of students; maintain records and prepare reports; operate a computer, data spreadsheet software, and other office equipment as assigned; maintain current knowledge of program rules, regulations, requirements, and restrictions; read, interpret, apply, and explain rules, regulations, policies and procedures; work independently with little direction; communicate effectively both orally and in writing; collect and organize student achievement data; establish and maintain cooperative and effective working relationships with others.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but, may walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** Three years of experience in an English Learner Program.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; two years of college course work or training in a related field is desirable.

**License Requirement:** Verification of a valid California Department of Motor Vehicle Operator's license.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.