

LANGUAGE ASSESSMENT ASSISTANT I

BASIC FUNCTION:

Under the direction of the Director of Migrant & Bilingual Education, administer/organize the entire intake and assessment process for English Language Learners, including redesignation.

REPRESENTATIVE DUTIES:

- Administer language assessments to students whose primary language is other than English, in the areas of English comprehension, speaking, reading, and writing using a state designated assessment instrument. *E*
- Review home language surveys and student cum folder for assessment scores. *E*
- Prepare and maintain ELL and Migrant data for required reports in collaboration with District Statistician. *E*
- Assist parents and school sites with the enrollment/registration of ELL/Migrant students (on a supplemental basis). *E*
- Prepare and maintain required folders on each identified ELL student per District and State guidelines. *E*
- Identify and implement protocol for ELL students meeting redesignation criteria. *E*
- Identify, obtain, file and maintain records for waivers for students in District. *E*
- Coordinate testing place and time with parents and students. *E*
- Assist in the coordination of the state-designated primary language test. *E*
- Assist in the organization of District testing of students on a yearly basis using the State designated ELD exam. *E*
- Operate a computer and appropriate software to update and enter student data. *E*
- Notify parents of meetings and attend meetings as assigned. *E*
- Translate for English Learner parents as needed/assigned. *E*
- Perform related duties as assigned.

KNOWLEDGE OF:

Fluent oral and correct written usage of English and a designated second language (Spanish).
Operation of a computer and assigned software, i.e., Windows, Excel, Access.

ABILITY TO:

Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Pass District Language exam (Spanish and English) and English Writing exam.
Make appropriate decisions without direct supervision.
Communicate effectively with co-workers (email, written, oral).
Understand and follow oral and written instructions.
Maintain records, file and prepare reports.
Determine appropriate action within clearly defined guidelines.
Demonstrated ability to get along well with others.

EDUCATION AND EXPERIENCE:

Minimum of 30 semester units of college level work
Demonstrated leadership skills
Demonstrated office or school related experience
Valid California drivers' license

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to monitor students, read a variety of materials, and see a computer screen.
Bending at the waist, kneeling or crouching to assist students.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.