

## ENGLISH LEARNER STUDENT DATA SPECIALIST

### **BASIC FUNCTION:**

Under the direction of the Multilingual and Migrant Education Program Director, perform various technical duties relative to maintaining English Learner (EL) student records, generate computerized reports, provide support and information to District staff and site personnel.

### **REPRESENTATIVE DUTIES:**

- Perform various complex statistical record keeping duties according to established policies and procedures; enter information and data into a computer. **E**
- Maintain English Learner student data as required. **E**
- Perform technical duties in the maintenance and generation of various computer-generated EL supplemental program records and reports including schedules, profiles, teacher rosters, locator cards, and a variety of other queries and reports; distribute reports to appropriate staff or department. **E**
- Update individual student records as needed. **E**
- Validate, verify, and reconcile English Learner data for state reporting throughout the year. **E**
- Compile and provide assessment data and ELPAC chat tool for EL teachers.
- Prepare, collect, compile and analyze data for the District in monitoring RFEP students, EL performance data, grades, and other reports for progress monitoring. **E**
- Maintain knowledge and data of EL assessments, criteria, scoring information, District EL Pathway course sequence and reclassification criteria. **E**
- Prepare, collect, compile and analyze data for staff, parent, District and outside agencies. **E**
- Operate various computers and software systems, printers, copiers, and other office equipment as assigned. **E**
- Perform related duties as assigned.

### **KNOWLEDGE OF:**

Methods and procedures of operating computers, software systems, and peripheral equipment.

Principles and practices of data processing, entry, and control functions.

State regulations regarding student record maintenance and confidentiality.

District requirements for graduation.

Interpersonal skills using tact, patience, and courtesy.

### **ABILITY TO:**

Maintain English Learner test scores and other student data.

Perform complex clerical tasks involving independent judgment and requiring speed and accuracy.

Operate a computer terminal and peripheral equipment properly and efficiently.

Establish and maintain cooperative and effective working relationships with staff.  
Maintain records, prepare reports, and run complex queries.  
Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.  
Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience involving extensive use of computer databases.

**WORKING CONDITIONS/ENVIRONMENT:**

Office Environment  
Constant interruptions

**PHYSICAL ABILITIES**

Dexterity of hands and fingers to operate a computer and standard office equipment.  
Hearing and speaking to exchange information in person or on a telephone.  
Seeing to read a variety of materials including transcripts.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing or pulling moderately heavy boxes of paper.  
Bending at the waist, kneeling, or crouching.  
Reaching overhead, above the shoulders and horizontally to retrieve files.

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SMJUHSD  
Range 22