

Multilingual and Migrant Education Programs Analyst

BASIC FUNCTION:

Under the direction of the Director of Multilingual and Migrant Education Programs, organize and administer the intake and assessment process for English Language Learners, including redesignation. Prepare, collect, submit and analyze data for the District and State testing program and annual accountability reporting for English Learner (EL), Reclassified Fluent English Proficient (RFEP) and Migrant Education Program (MEP) students.

REPRESENTATIVE DUTIES:

- Organize, schedule and implement summer and regular year English Learner Assessments. **E**
- Coordinate the testing location and schedule at each school for the administration of the English Learner Assessments. **E**
- Organize and assist with the filing of the state designated English Language Development Test reports received from the state. **E**
- Organize the mailing to parents of the state designated English Language Development Test results and information regarding program placement of the English Learners. **E**
- Correct student data in the online state designated English Language Development Test Data Review Module. **E**
- Organize the update of English Learner program placement in Aeries. **E**
- Run monthly queries to identify EL students requiring assessment. **E**
- Monitor EL student class placement in Aeries. **E**
- Communicate with counselors regarding English Learner class placement. **E**
- Order testing materials, inventory delivered materials, organize and arrange for the shipping and return of testing materials at the end of the testing window. **E**
- Run queries to access English Learner data. **E**
- Prepares complex data extracts for internal and external department use.
- Collects data and creates reports for various tracking and reporting purposes.
- 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 folders for assessment scores. **E**
- Prepare and maintain EL and Migrant data for required reports. **E**
- Assist parents and school sites with the enrollment/registration of EL & Migrant students (on a supplemental basis). **E**
- Prepare and maintain required folders on each identified EL student per District and State guidelines. **E**
- Identify and implement the protocol for EL students meeting the redesignation criteria. **E**
- Identify, obtain, file and maintain records for district students that have a waiver for primary language instruction. **E**
- Coordinate testing place and time with parents and students. **E**
- Assist in the coordination of a primary language test. **E**
- Operate a computer and appropriate software to update and enter student data. **E**
- Notify parents of meetings and attend meetings as assigned. **E**
- Interpret for English Learner parents as needed/assigned. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.
Operation of a computer and assigned software, i.e., Windows, Excel, Access.
The manipulation of EXCEL databases to schedule and track EL students.
Constructing and utilizing queries to access English Learner data in Aeries.

ABILITY TO:

Type 50 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Translate and interpret English and a designated second language.
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:

Graduation from high school plus minimum of 30 semester units of college level work
Demonstrated leadership skills
Demonstrated office or school related experience involving extensive use of student information systems databases.

LICENSES AND OTHER REQUIREMENTS:

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.

7/1/2016
SMJUHSD
Range 20