

Escondido Union High School District Job Description

Job Title: Bilingual Assessment Technician
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 25
Approved By: Board of Education
Approved Date: 12/07/2010

NATURE OF WORK

Provide assessment, assistance with translation and support to students with limited or non English proficiency to place them in appropriate classes to enable them to learn the English language and earn a high school education.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Meets with all students new to the district who are not born in the United States or those referred by intake administrator as identified in education code.

Administers verbal and nonverbal assessment tests to determine level of English and/or Spanish proficiency.

Meets with parents and students to explain results and objectives of assessments.

Notifies teachers and counselor of results of assessment.

Enters information into the Student Information System, such as dominant language, home language, results of STAR and bilingual assessment battery, Unz program options, date of entry to U.S., English Learner (EL) status, for non English-only students, and CSIS data fields as they relate to non English-only students.

Creates and maintains individual file on non English-only students. Contact prior schools for missing data for non English-only students new to school site.

Send CELDT records to other schools.

Reviews grades, GPA, STAR tests of non English-only students to determine if student needs re-designation on an annual basis, or more often at the request of a teacher or counselor.

Plans, organizes, coordinates and facilitates ELAC meetings, obtaining guest speakers, working with parents, creating flyers, notifying parents and producing mailings.

Attends DLAC meetings.

Provides translations and interpretations for staff as requested.

Generate phone calls in Spanish for non-Spanish speaking personnel, as well as schedule appointments as requested.

Provides data, participates, and keeps records of regular English Learner Monitoring meetings.

Completes R-30 report annually, and writes, creates or completes other reports as requested throughout the year.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Two years of college and two years of experience in education field, or effective combination with two years experience equal to one year education.

KNOWLEDGE OF:

Microsoft computer applications, including Microsoft Word, Excel, GroupWise. Knowledge of the Student Information System (SIS) is desirable

ABILITY TO:

Learn to use specialized software; read, analyze, and interpret general business periodicals, professional journals, or governmental regulations; write reports and business correspondence; effectively present information and respond to questions in one on one and group situations to administrators, students, parents, other employees, outside agencies; comply with deadlines and work well without supervision; define problems, collect data, establish facts, and draw valid conclusions; understand a variety of instructions furnished in written, oral or schedule form; and deal with problems involving several concrete variables in standardized situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Must be bilingual and biliterate and have the ability to perform these functions fluently in both English and Spanish.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must have an understanding of cultural differences and must demonstrate a passion for education and a willingness to share that passion with students whose English skills may make obtaining their education more difficult. Must model behaviors expected of students such as punctuality, excellent attendance, appropriate attire, and must be professional in appearance and in conduct.