

LANGUAGE ASSESSMENT TECHNICIAN

DEFINITION

Under general supervision of the District Bilingual Program Specialist, performs assessment of language competency for students entering the District and explains District policies and programs to parents/guardians.

ESSENTIAL DUTIES

Scores the California English Language Development (CELDT) test.
Translates various documents between English and a second language.
Ensures that appointments are made with parents/guardians for the purpose of assessing student language competency using the CELDT.
Translates at Board of Education meetings, student expulsion hearings, or English learner advisory committee meetings.
Provides assistance in communication between students, parents/guardians, and the administration.
Explains language assessment to parents/guardians.
Performs a variety of clerical support duties such as typing, filing, and follow-up telephone calls.
Provides feedback to schools or District personnel regarding community concerns, attitudes, and needs.
Explains District policies and programs to parents/guardians concerning District educational requirements.
Drives own automobile to accomplish assigned tasks.

OTHER RELATED DUTIES

Serves on bilingual language assessment panels.
May take notes for minutes of meetings.
Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Language Assessment Technician performs assessment of language competency for students entering the District and explains District policies and programs to parents/guardians.

A Lead Language Assessment Technician performs lead worker responsibilities in the assessment of language competency for students entering the District and explains District policies and programs to parents/guardians.

MINIMUM QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience as a bilingual classroom aide, School Community Liaison, or other classification in which bilingualism is a requirement.

License, Automobile, and Insurance Requirement:

Possession of a valid California Class C Driver License.
Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement and continue to maintain insurability.
Use of an automobile.

EMPLOYMENT STANDARDS

Knowledge of:

- Public education goals and objectives.
- District organization and functions.
- Cultural differences.
- Filing and record keeping methods.

Ability to:

- Communicate effectively by understanding, speaking, reading, writing, and translating English and another specified language.
- Evaluate grammatical structure of target language and English.
- Establish and maintain effective relationships with students, parents/guardians, and District staff.
- Perform routine clerical work.
- Operate a personal computer.
- Understand and follow oral and written directions.
- Take notes for minutes of meetings.

PHYSICAL DEMANDS

Employees in this classification stand, walk, sit, stoop, bend, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously; have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, can distinguish shades and have color vision; use a computer and a telephone.

WORK ENVIRONMENT

Employees in this classification work inside exclusively, in confined space, with electrical hazards, exposure to minor contagious illnesses (colds, flu, etc.), exposure to severe contagious illnesses or disease (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), in direct contact with the public, students, and District staff, and with a high volume of work and tight deadlines.

Revised: 11/04/08

Salary Range: 17-B