

BILINGUAL TESTING CLERK**DEFINITION**

Under the general direction of the Director of the Second Language Program, to administer State required initial language testing; to enter and aggregate test data into the District Limited English Proficient (LEP) student database; and to perform related work as required.

EXAMPLES OF DUTIES

Administer oral, reading and/or writing English and Primary Language assessments to incoming second language students as required by state law; supervise students during writing and reading tests, explain testing procedures; may assist in training personnel to administer the CELDT test and prepare schedules for primary language testing; verify completion, accuracy, documentation and follow-up procedures of school site language testing; assist with the aggregation of test results and placement of ESL students into an appropriate District ELD program under the technical supervision of the district Second Language Resource Teacher; interview students and their parents in their primary language to obtain educational background information which assists in determining appropriate educational placement; inform students and their parents who have a primary language other than English of the District ELD program options, general school and district information, and availability of local community services; complete and file required forms and documentation on students tested; maintain accurate testing records; compile and summarize test results and other EL data in the computer for statistical reports; perform clerical duties such as typing, duplicating instructional materials, and maintaining inventory of equipment, supplies, materials, and forms.

QUALIFICATIONS**Knowledge of**

English and a designated second language so as to read, write, interpret and speak accurately and fluently; correct English usage, spelling grammar and punctuation; modern office practices, procedures and equipment; record keeping techniques; principles and procedures related to data aggregation; understanding basic mathematical principles.

Ability to

Use a computer for data entry and retrieval; assess student's basic oral communication skills in the target language; meet schedules and time lines; perform clerical duties including typing and word processing; understand and follow oral and written directions; work independently with little supervision; work cooperatively with others; maintain confidentiality of sensitive information; work with a diverse community; demonstrate effective bilingual oral and written communication skills.

Experience

Two years of classroom experience assisting in the instructional program in a language other than English or its equivalent; computer literacy.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally will be of less than twenty pounds. Traveling to school sites when necessary for testing of students.

Licenses

Possession of a valid and appropriate California Driver's License required.

Board Approved: February 8, 2000

Revised: December 12, 2000 effective January 1, 2001

Revised: December 10, 2002 effective January 1, 2003

Revised: March 13, 2007, effective April 1, 2007