



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Student Assessment Specialist – English Language Learners and Supplementary Services	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Education Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 53

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized duties related to Supplementary Educational Services (SES) programs and activities and assessment of English Language Learners (ELLs).

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Perform responsible and specialized duties related to District ELL assessment and SES programs and activities; assist the administrators in the coordination, preparation, distribution, collection and security of numerous State-mandated, organizational and assigned assessments
- Provide for the ongoing assessment of students utilizing the designated ELL assessment; assess Spanish incoming Bilingual/Two Way Immersion (TWI) students; prepare student ELL records, notices, forms, and letters to parents and staff; maintain ELL records in assigned database; review students for reclassification according to established timelines and process related documents; provide oral interpretations or written translations as needed
- Prepare SES letters and District-wide Title III letters; prepare SES applications, review applications and student data to determine SES eligibility; conduct annual SES information night for parents; solicit eligible SES providers; create and process SES contracts and SES eligibility lists for Board approval; track student tutor hours, process invoices, and maintain provider financial summaries and records; prepare State accountability reports
- Interpret rules, regulations and procedures related to the assessment program; read manuals; explain assessment results to parents; remain current on District, State, federal and individualized assessment requirements; research State assessment regulations and guidelines
- Perform administrative tasks in support of the office including responding to e-mails and phone inquiries and duplicating materials
- Communicate with students, staff, outside agencies and administrators to coordinate activities and disseminate information related to assigned activities

- Prepare and maintain records and reports related to assigned activities; prepare, distribute and monitor categorical time accounting forms; prepare mid-year and annual consolidated application to the State related to ELLs and Title I-SES
- Determine, request and order science textbooks as needed
- Coordinate various departments entering data into the online system used by the State for Categorical Program Monitoring
- Operate office equipment including a copier, fax machine, typewriter, computer and assigned software applications; drive a vehicle to various sites to conduct work

OTHER DUTIES

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices and terminology used in ELL assessment administration

SES program policies and objectives

District, federal and State policy related to ELL/TWI and bilingual student identification and programs

Modern office practices, procedures and equipment

Technical aspects of the school assessment field

Applicable laws, codes, rules and regulations

Operation and use of computer and assigned software applications

Correct English usage, grammar, spelling, punctuation and vocabulary

Record-keeping, filing and proofing techniques

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Telephone techniques and etiquette

ABILITY TO:

Perform specialized duties in support of District ELL assessment and SES tutorial programs and activities

Provide for the ongoing assessment of students utilizing the ELL assessment

Answer telephones and greet visitors

Assist the administrator in the coordination, preparation, distribution, collection and scoring of numerous State-mandated, organizational and special assessments

Work independently with little direction

Interpret and apply laws, codes, rules and regulations related to assessment programs

Operate a variety of office equipment including computer equipment

Keyboard and input data efficiently

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with others

Develop and meet schedules and time lines

Complete work with many interruptions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and two years of increasingly responsible secretarial or administrative experience including some experience in student assessment activities

LICENSES AND OTHER REQUIREMENTS:

Valid ELL assessment administration certificate

Valid California driver's license

Incumbents are required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information in person and on the telephone

Bending at the waist, kneeling or crouching to file materials

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds

Seeing to read a variety of materials