



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

## LANGUAGE ASSESSMENT ASSISTANT

### DEFINITION:

Under the direction of an assigned Administrator or Supervisor, prepare, administer and score language assessment and initial placement examinations required for limited or non-English speaking students; translate communications between personnel and non-English speaking parents and members of the community; maintain inventory of testing materials; enter English Learner testing data into the database; perform other job-related duties as assigned and/or required.

### ESSENTIAL DUTIES:

- Perform a variety of duties in support of the standardized testing of students enrolled in designated bilingual programs; assure organizational compliance with federal, State and local guidelines, laws, regulations and procedures related to bilingual students; request test scores from other school districts.
- Administer language assessment and initial placement examinations to limited or non-English speaking students according to established procedures; administer oral and written portions of the exam testing reading, writing and language structure; oversee students being tested.
- Prepare, distribute and collect testing materials; score tests; record student data; prepare assessment data for use in State-mandated reports; compile and distribute testing data to various departments as requested.
- Administer and score criterion referenced tests, language proficiency tests and general aptitude tests.
- Assist in district-wide administration of criterion referenced tests, language proficiency tests and general aptitude tests; provide information to schools and parents regarding test results and District programs and services for English learners; assist in the annual certification of language assessment testers.
- Create attendance and roster reports; assists with recruitment and admissions process for multilingual programs.
- Requisition, stores, distribute and maintain an inventory of bilingual/bicultural educational materials, supplies, and equipment.
- Assist in the development and maintenance of a learning environment appropriate to the special instructional and language requirements of students.
- Administers routine first aid and determines when to seek assistance for students with non-routine illness or injury.
- Translate communications between personnel and limited or non-English speaking parents and members of the community; serve as an interpreter for parent conferences, telephone calls, hearings and meetings as needed; translate and prepare written correspondence as necessary.
- Confer with students and parents concerning student abilities and assessment results; refer families to community resources as appropriate; serve as a technical resource to teachers, parents and others concerning programs for limited or non-English speaking students.

- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
- Prepare and maintain a variety of records, logs and reports related to student information, test results and assigned activities; establish and maintain student files. Assist in the development and maintenance of student records and files.
- Communicate with teachers, administrators, staff and outside agencies to exchange information and resolve issues or concerns related to student progress, language abilities, assessment results and assigned activities.
- Assist with training for staff on performing language assessment testing.
- Use a second language and provide cultural experiences to assist students with bilingual/bicultural needs; recommend as to when a student is ready to transition to a monolingual class.
- Perform language census testing and record the results.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- Child development and behavior characteristics, and the cultural attitudes of children with bilingual/bicultural instructional needs.
- Behavior management strategies and techniques utilized with students experiencing bilingual/bicultural instructional problems.
- Appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment.
- Basic mathematical concepts.
- Routine record storage, retrieval and management procedures.
- Instructional strategies used with students involved with bilingual/bicultural instructional problems.

### ABILITY TO:

- Demonstrate an empathetic, patient and receptive attitude with students experiencing bilingual/bicultural instructional needs.
- Interpret, understand and follow specific student educational plans and courses of study.
- Communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and to serve as an appropriate language model.
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.
- Demonstrate the ability to effectively use a computer.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Verification of a High School diploma, GED certificate or higher degree

### EXPERIENCE:

Recent job-related experience within the last five years is required.

## **LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

## **PREFERRED QUALIFICATIONS:**

Training or course work in child growth and development, special education, instructional technology, or a closely related field is desirable. One year of paid or volunteer experience working with students experiencing language deficiencies and remedial instructional needs is preferred.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Indoor/Outdoor Split. Fast Paced Work Environment. Adverse or Seasonal Weather

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must be capable of perceiving the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### POTENTIAL HAZARDS:

N/A

**Revision Date: 2/1/2024**

