



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

LANGUAGE ASSESSMENT SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform specialized assessment activities to determine the English language proficiency of incoming students to the District; oversee the activities of the Language Assessment Center; administer tests for English and primary language proficiency; contact schools regarding information used in the student's placement in English Learner instructional programs; provide information regarding Language Assessment Center services to District and site personnel; performs other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Administer English Language Proficiency Assessments for California to annual and initial students District-wide; administer primary language and other test to referred students to assess proficiency in oral and written English skills and/or other academic subjects and to assist teachers and other professionals in determining class placement and/or program eligibility; monitor students during testing activities; develop testing schedules in compliance with State requirements.
- Review and process incoming student program registrations; evaluate and determine student needs; assess student need to complete an initial English Language Proficiency assessment or whether language proficiency assessment data and information need to be requested.
- Evaluate and review incoming student's current language proficiency received from previous districts; utilize CALPADS in order to post requested information or to revise students' language acquisition status.
- Assess verbal and written communication of non-English speaking students to assist in the identification and placement with teachers and other school personnel.
- Monitor and oversee activities and daily operation of the District's Language Assessment Center (LAC); provide information regarding the LAC services to District and site personnel and parents; assess incoming students in language proficiency in English by administering appropriate assessments scores tests; recommends students for placement in appropriate District programs.
- Assess and prepare documentation of test results; prepare recommendations and related information in accordance with established guidelines; enter initial assessment results and data in the English Learner student files for the District; submit documentation and test results to schools and parents; request and review student assessments records from other Districts and school sites as necessary.
- Maintain and update a variety of manual and electronic lists and records related to assigned activities including information relating to the English Learner component in the District student database; enter initial student assessment date into databases; maintain lists of students tested at the LAC; review computer-generated reports.
- Schedule and administer District and site English Language Proficiency assessments travel to various sites to deliver tests as needed; communicate with students and parents

regarding test scores; inform students of eligibility for the English Learner program; explain procedures, parent rights, and the English Learner Program; prepare related letter and forms.

- Schedule parent and student interviews; create and maintain class lists for all dual language immersion schools for the grade currently served by the program; share class lists and student forms; answer parent questions regarding the dual language immersion program; accommodate dual language immersion students who have moved in or out of the area.
- Receive, monitor and update District data files related to assigned programs; perform oral and written translations as needed.
- Provides training and information to district personnel and the public regarding related district policies, procedures, assessment issues and related matters.
- Assists in the preparation of evaluation reports; provide onsite assistance to collect and organize annual achievement data.
- Perform other job-related duties as assigned and/or required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods of assessing and testing students for English language proficiency.
- Correct oral and written usage of English and a designated second language.
- District English Learner Program; practices, procedures and techniques pertaining to automated student record management, storage and retrieval systems.
- Recordkeeping and filing techniques; regulations and parents' rights related to the English Learner Program.
- Interpersonal skills using tact, patience, and courtesy; oral and written communication skills.

ABILITY TO:

- Speak, read and write English and Spanish to effectively communicate with English or non-English speaking students and parents in oral and written form.
- Plan, organize and coordinate language assessment functions effectively and efficiently.
- Perform specialized language assessment activities to determine English proficiency for incoming students.
- Read, write, translate and interpret English and a designated language.
- Oversee the activities of the Language Assistance Center.
- Test and place students in appropriate District programs.
- Monitor progress of students; maintain records and prepare reports.
- Operate a computer, data spreadsheet software and other office equipment as assigned.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Communicate effectively, both orally and in writing.
- Collect and organize student achievement data
- Establish and maintain cooperative working relationships.

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

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

EXPERIENCE:

Three years of clerical experience in a school district. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

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

PREFERRED QUALIFICATIONS:

Two years college course work or training in a related field is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment. Driving a vehicle to conduct work.

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 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but may walk or stand for extended periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive 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 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