

**JOB TITLE: ENGLISH LEARNER ACCOUNTABILITY ASSISTANT****DEFINITION:**

Under the supervision of a district administrator: assistant in collecting and recording demographic, program, and testing data to assure program compliance and provide documentation for reports; assist in initial assessment of potential English learners and annual assessment of English learners using the California English Language Development Test (CELDT) and assessment of English learners' primary language proficiency; maintain current records in school site English learner databases; and provide technical assistance to school site staff on English learner program compliance and documentation. Assist with parent inservice and training.

ESSENTIAL FUNCTIONS:

- Assist district administrator in collecting, maintaining, and reporting critical data on English learners and reclassified English-proficient students, English learner program participation, and English learner services.
- Assist district administrator in determining CELDT and primary language testing materials needs.
- Assist district administrator in training site staff in the administration of CELDT and primary language assessments.
- Assist site in administering the initial and annual CELDT and primary language assessments.
- Prepare and distribute the English Learner Annual Parent Notification letters
- Maintain and complete accurate, and current data in school site English learner databases, and periodically submit paper and/or electronic versions to a district administrator, as requested.
- Attend monthly staff meetings at the district office.
- Prepare and distribute notices of preliminary results from the CELDT initial test
- Prepare and distribute official CELDT results.
- Assist site administrator with gathering data for the R-30 LC and SNOR reports.
- Assist site administrator in generating lists of English learner program participation and services.
- Assist site administrator in organizing and coordinating SABLE/2 testing.
- Attend various meetings and activities at school, district, and in the community on behalf of the English learner program.
- Make telephone calls and write letters as needed.
- Assist in the area of parent education, as appropriate, and as available.
- Operate a variety of office equipment including computer, typewriter, copier, fax machine, adding machine, overhead projector and others.
- Perform a variety of clerical duties as appropriate.
- Perform related duties as assigned.

Secondary Functions:

- Assist sites with enrollment of English learners as available.
- Assist in translations as appropriate and as available.

EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Education and Experience:

Any combination equivalent to: graduation from high school and three years of experience in working with youth in an educational, child-care, or bilingual/bicultural setting including some clerical experience. Computer experience is required.

Licenses and other Requirements:

None are required for this classification.

Mental Demands:

Language Skills:

Ability to read, understand, interpret and explain school and program policies and procedures, documents such as curriculum guides or procedure manuals; compile information and write reports and correspondence using both the English and Spanish (or other languages specified) language fluently and correctly, including proper grammar, spelling, punctuation and vocabulary; communicate effectively, in person or on the telephone, using tact, patience and courtesy; speak, interpret and translate English and Spanish (or other language as specified).

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, and percentages; maintain accurate statistical records.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; solve practical and complex problems and deal with situations where standardization sometimes does not exist; interpret and apply applicable instructions, laws, rules, policies, regulations and procedures furnished in written, oral, diagram or schedule form; exercise good judgment and discretion in resolving confidential and sensitive situations; effectively apply specific rules, policies and procedures of the program and function to which assigned; recognize the scope and limits of assignment.

Other Skills and Abilities:

Demonstrate knowledge of:

Child guidance principles and practices.

Basic subjects taught in District schools, including math, grammar, spelling, language and reading.

Performance levels and reading abilities of students.

Safe practices in schools and other learning activities.

Interpersonal skills using tact, patience, and courtesy.

Instructional techniques, methods, and materials.

Modern office practices, procedures, and equipment including the preparation of business correspondence and filing techniques.

Record-keeping and data entry techniques.

Operation of office machines including computer equipment.

Telephone techniques and etiquette.

Experience and knowledge in the use of spreadsheets and databases (e.g. Excel).

Demonstrated abilities to:

Assist with program implementation, compliance and related activities of assigned program.

Translate and interpret for limited and non-English proficient students and their parents.

Understand the needs of limited or non-English proficient students.



Learn the legal requirements, guidelines, policies, goals, objectives, procedures, functions and limitations of English learner programs.
Perform general clerical duties such as typing, data entry, filing, duplicating and maintaining official program records.
Work confidentially with discretion.
Establish and maintain effective and cooperative working relationship with others.
Prepare and maintain records and reports.
Operate a variety of office equipment such as computer, typewriter, adding machines, copier, fax machine, and an overhead projector.
Print and write legibly.
Conform to and use the prescribed methods, techniques and materials of assignment.
Supervise and discipline students according to approved policies and procedures.
Assist in providing a positive and encouraging learning program for students.
Complete work with many interruptions.
Maintain numerical, alphabetical and subject matter filing systems.
Meet schedules and timelines.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Body Movement:

Regular Activities: sit or stand for long periods of time; use hands and fingers to write, handle controls or operate audio-visual or other equipment or pass out instructional materials; reach with hands and arms; bend, stoop, kneel or crouch to work with students; speak clearly and distinctly to communicate with others; and hear sufficiently to understand voices over telephone and in person. Employees in this classification are frequently required to walk in other classrooms or offices on the school premises to monitor students, conduct work or to pick up/deliver materials.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds.

Vision Requirements:

Ability to see clearly at 20 inches or less to assist students with class work; see clearly up to 30 feet to monitor students in the classroom or on the school grounds; identify and distinguish colors; and adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment:

The work is typically performed in an office or learning environment. The work environment is moderately noisy.

Exposures, Risks and Hazards:

While performing the duties of this classification, an employee is exposed to communicable diseases



which normally affect school-aged children, demanding timelines, constant interruptions, and the normal risks and hazards of operating computer-related equipment.

Travel:

This position requires working at two or more school sites. Travel between sites during the work day may be required. Travel between a site and the district office is required for monthly meetings.

Approved by the Governing Board: 03/01/05



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER