



Teaching • Understanding • Serving • Developing

Date: 2015-2015

Range: I

Classification: Classified

Job Description

Language Assessor (Designated Languages)

DEFINITION

Under the direction of the Chief Administrator of Instruction and Technology the Language Assessor will work with parents/guardians and students to administer and score language assessment test and translate written and oral documents and communications.

EXAMPLES OF DUTIES –*Not all inclusive*

- Administer and scores language assessment test
- Schedules and coordinates district-wide language assessment activities
- Maintains student assessment information in an electronic database
- Documents assessment information in students cumulative file
- Reports assessment results to school administrators
- Prepares and maintains records and reports
- Performs other duties as assigned

QUALIFICATIONS

- High school diploma and/or some college training
- Ability to fluently speak, read and write English and a non-English language.
- Skill and accuracy in oral and written expression
- Ability to respect confidential matters
- Ability and willingness to follow oral and written directions
- Ability to work with adults and children in a personable manner
- Ability to prioritize and schedule needed assessments
- Ability to follow practices, procedures, and techniques pertaining to student assessments

EDUCATION / EXPERIENCE

- High school diploma
- College degree not required but preferred
- Classroom and/or student testing experience

WORKING CONDITIONS

Environment:

- Professional educational environment.
- Business attire required.
- Valid California Driver's License and private transportation required.

Physical Abilities:

- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment.
- Ability to stand at counter or work at a desk for extended periods of time.
- Ability to see for the purposes of reviewing curriculum, reports, and assessments.