

OFFICE ASSISTANT – LANGUAGE SUPPORT PROGRAMS

DEFINITION

Under general supervision, perform a variety of regular clerical, typing, telephone, public contact, and office support duties as required in the day-to-day operation of the Language Assessment Center office; administer state language proficiency assessments, assist with records, data entry, regular contact with students, teachers and/or District staff, parents and public; and do other related work as required.

ESSENTIAL FUNCTIONS

Assess language proficiency of new students to the District using State and District approved assessment exams; assess yearly, the English language proficiency of returning English Learner (EL) students to the District schools; maintain records on the annual re-evaluation of EL students; initiate and finalize the re-designation of EL students from the EL Program; maintain accurate student information in the District and schools database; assist students in their initial adjustment period; assist the EL Director in the daily contact with students, teachers, counselors, other school and District staff, parents and public; perform a wide variety of related clerical work in an organized and friendly manner, including such tasks as standard and statistical data entry, data processing, proofreading, checking, filing, recording of data, and compiling information for reports and summaries; regularly answer telephone, take messages, and serve as receptionist to visitors, district staff, students, parents and/or community; provide callers with routine information and data; maintain a variety of alphabetical, numerical, and subject matter files and records; investigate, search, and locate sources of information; perform clerical functions using independent judgment referring only unusual matter to supervisors; assist in the orientation of student workers; type from rough drafts, notes, perform a variety of functions using District student database; compose routine letters and memoranda independently; maintain financial and statistical records related to department budget spending; order warehouse requisitions as needed by department, prepare and submit requisitions on behalf of department teachers, receive, shelve and distribute supplies; receive, sort, and distribute mail; make appointments; may be required to input and receive a variety of data and information using a computer; attend conferences and workshops when required, accompany students on field trips when required; assist during community and District events; and perform other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Correct English usage, spelling, grammar, punctuation, and arithmetic concepts;

Appropriate usage, punctuation, spelling, and grammar in a second language

Basic concepts of testing procedures, security, and maintenance;

Modern office practices, procedures, and techniques;

Record storage, retrieval and management systems;

Standard office machines and equipment;

Behavior management strategies and techniques relating to pupils experiencing language acquisition instructional problems.

Ability to:

Work unsupervised on occasion;
Effectively work with computerized systems;
Perform general clerical work of average difficulty with speed and accuracy;
Make arithmetical calculations with speed and accuracy;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions in an independent manner;
Plan, organize, coordinate, and prioritize assigned tasks to meet timelines;
Demonstrate an empathetic, patient, and receptive attitude with English learners;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Capable operation of computers and peripherals; show initiative and imagination with students from numerous backgrounds.

Must pass the District administered bilingual examination.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of twelfth grade, including or supplemented by coursework in typing, record management, general office practices, and coursework or training in English language acquisition instructional processes.

Experience:

One year of experience performing varied general office or clerical functions and one year of paid or volunteer experience working with limited English proficient students of various cultures and languages.

REQUIRED LICENSES AND CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier; may involve travel to other District sites.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office equipment.

Pre-placement Physical: Class I