

INSTRUCTIONAL PARAPROFESSIONAL II - LANGUAGE ASSESSMENT CENTER

DEFINITION

Under general supervision, perform a variety of instructional activities to support the Language Support Program at a school site; assist in the conduct of training, assessment, and learning activities of children learning a second language; work in a variety of instructional settings; perform a variety of supportive tasks and follow-up on activities; serve as an interpreter for community members with limited English speaking ability; and do other related work as required.

ESSENTIAL FUNCTIONS

Administer assessment tests in English and Spanish when appropriate; assess language proficiency of new students to the district, in accordance with State Education Code using State and District approved assessment exams; assess yearly, the English language proficiency of ELL students; initiate and finalize the redesignation of ELL students from the English Language Learner (ELL) Program; maintain accurate student information in the district and schools' database; perform a variety of related clerical work, such as data processing, checking, filing, recording of data, and compiling information for reports and summaries; operate office equipment, such as typewriter and computer; may attend in-service training sessions; respect confidential nature of pupil records and school reports; may serve as an interpreter to facilitate communication with monolingual, non-English speaking members of the school community; may travel to schools to assess students; 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;  
Standard office machines and equipment.

Ability to:

Demonstrate an empathetic, patient, and receptive attitude with English language learners;  
Communicate, understand, and follow specific assessment tasks;  
Communicate satisfactorily, in oral and written form, in English and a second language, as required by the assignment;  
Perform routine clerical tasks and operate a variety of office-related machines and equipment;  
Understand and follow oral and written directions;  
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.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of twelfth grade, supplemented by training in administering State and local designated assessments, English language acquisition instructional processes.

Experience:

One year of paid or volunteer experience working with children of various age levels and languages.

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:

Moderate work, lifting objects up to 50 pounds.

Pre-placement Physical: Class I