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TESTING ASSISTANT-BILINGUAL (SPANISH)

OVERALL JOB PURPOSE STATEMENT

The job of Testing Assistant-Bilingual is done for the purposes of administering language assessment examinations to students with home languages other than English; scoring tests; assisting assigned supervisor, counselor, or other certificated designee to review the proper placement of students based on their scores; assisting in the monitoring of students' academic progress; to facilitating primary and secondary language support when necessary; and as appropriate speaking, reading, and writing a language (Spanish) in addition to English.

DISTINGUISHING CHARACTERISTICS:

This single-position class is distinguished from other instructional-related classes by responsibility for frequently administering English and home language proficiency tests and/or other initial placement tests to students. Incumbents assigned to this class are required to be trained to properly administer and score these tests and are required to speak, read, and write a language (Spanish) in addition to English.

ESSENTIAL JOB FUNCTIONS:

- Administers/proctors oral, reading, and written components of placement tests to new and referred students in accordance with program guidelines for the purpose of ensuring accurate and complete testing procedures and protocols.
- Scores tests for the purpose of determining appropriate classification of language skill level, and for preparing student diagnostic data.
- Monitors progress of students for the purpose of identifying those who are ready to be reclassified and for conducting retests as necessary to ensure correct level of classification.
- Assists counselors and other certificated staff in preparing students' class schedules for the purpose of ensuring that students enroll in courses best suited to their classification level based on results of the testing.
- Recommends to appropriate certificated designees (e.g. counselors, teachers), reclassification of students in accordance with established guidelines for the purpose of ensuring student is placed in classes appropriate for the most effective student learning.
- Assists in maintaining and updating testing records, test profiles, and general records, of all identified students for the purpose of monitoring student progress, preparing reports, and compiling program data for proper advancement of students through the academic curriculum.
- Communicates/interprets/translates by telephone and in person, with non-English speaking (Spanish) parents for the purpose of informing them of the behavioral and academic standing of their children attending District schools and for making the most effective use of the programs and services available to them.
- Assist in ordering program testing materials for the purpose of maintaining adequate quantities to meet

CLASSIFIED

frequency and volume levels of the testing program.

- Provides oral interpretations of worksheets, instructions, practice materials and other items as appropriate for the purpose of assisting the students to attain English language proficiency.
- Reads/presents instructions and guidance to students for the purpose of explaining words and meanings, rephrasing materials, and providing alternative learning experiences.
- Operates computers, copying machines and other related office and testing equipment for the purpose of preparing tests, reports, program data, student scores, reclassification recommendations.
- Performs manual and electronic record keeping activities related to assigned testing program for the purpose of ensuring accurate records, computations, student classifications, and retests.

OTHER FUNCTIONS

- Assists other office personnel for the purpose of supporting them in the completion of their work assignments.
- Performs other related duties as assigned for the purpose of accomplishing work unit tasks, projects, and priorities.

JOB REQUIREMENTS - MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE, AND ABILITIES

SKILLS are required to perform multiple non-technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, including using pertinent software applications; applying answer keys and assessment measurements to students test for scoring preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math including calculation of fractions, percents and/or ratios; read a variety of manuals, write documents following prescribed formats and/or present information before groups; and understand complex multiple step instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; English language acquisition process; record keeping principles an practices.

ABILITY is required to schedule a number of activities; routinely gather, collate, and/or classify data (e.g. administer and score language assessment tests and/or other initial placement tests); and use basic job-related equipment (e.g. test scoring machines, copiers, computers and applicable software). Flexibility is required to work with others under a variety of circumstances; analyze data utilizing defined but different process; and operate equipment using standard methods of operation. Ability is also required to work with a diversity of individuals (e.g. students and parents); work with data of different types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues, create

plans of action and reach solutions; with data it is moderate; and with equipment it is limited. Specific abilities required to satisfactorily perform the functions of the job include: read, write, understand the

CLASSIFIED

English language and home language of students being tested; adapting to changing work priorities; maintaining confidentiality and working with discretion; communicating with diverse groups; interpreting from English to Spanish and from Spanish to English as appropriate; working with interruptions; and working with detailed information data.

RESPONSIBILITY

Responsibilities include: working under standardized instructions and/or routines focusing primarily on results; leading, guiding and/or coordinating other persons (e.g. students being tested; parent meetings); and operating within a limited, defined budget and or financial guidelines. Utilization of some resources (e.g. rooms, copiers, equipment, supplies) from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services (e.g. language level classification affecting course assignments).

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, and crouching; significant reaching, handling, fingering and/or feeling. Generally the job requires 50% sitting, 20% walking, and 50% standing. The job is performed under minimal temperature variations, a generally hazard-free environment, and in a clean atmosphere.

EXPERIENCE

One year of instructional assistance experience. Experience working with limited-English proficient and/or multiethnic young people and adults is desirable. Bilingual skills in English and Spanish are required. Biliterate skills are highly desirable. Job-related experience with increasing levels of responsibility is desired, typically demonstrated with three years increasingly responsible clerical and secretarial experience involving frequent contact with the public.

EDUCATION

Targeted job-related education necessary to perform the essential job functions, typically consistent with graduation from high school supplemented by college course work in secretarial sciences or related field.