

VISTA UNIFIED SCHOOL DISTRICT

BILINGUAL TESTING ASSISTANT

Purpose Statement

The purpose of a Bilingual Testing Assistant is to provide support to the instructional program with specific responsibilities for assisting in the assessment process of students referred for a variety of English and Non-English test administration; document information on student's proficiency in English or academic skills; recommend class placement; and ensure compliance with legal and administrative requirements.

This job reports to the Director of English Language Development.

Essential Functions

- Administers tests to referred students (e.g. assessing proficiency in oral and written English skills, etc.) for the purpose of assisting teacher and other professionals in determining class placement and/or program eligibility.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Communicates with administrators, staff, students, and outside organizations for the purpose of maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Evaluates test scores for the purpose of providing information to site personnel to determine appropriate student placement and/or referral.
- Maintains manual and electronic documents, files, and records (e.g. student records, testing data, testing material and supply inventory, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Oversees the checking and counting of State testing materials for the purpose of ensuring security of materials.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting program operations.
- Prepares documentation of test results for the purpose of conveying information in accordance with established guidelines.
- Prepares written materials (e.g. reports, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides translation and interpretative services pertaining to both oral and written communication in relation to testing for the purpose of assisting students and parents in communication with teachers and other school personnel.
- Responds to inquiries for the purpose of providing information, assistance, and/or direction regarding the district and state assessment testing.
- Schedules student tests for the purpose of evaluating students in accordance with state requirements.
- Stores, distributes, and maintains inventory of testing materials, supplies, and equipment in accordance with District procedures for the purpose of maintaining inventory and ensuring availability of required materials.
- Supports assigned administrator for the purpose of collaborating with administrator in the achievement of department, program, and district goals.

- Supports teachers and school principals for the purpose of providing materials and/or information regarding district and state required assessment testing.
- Trains other staff in test administration for the purpose of ensuring proper testing protocols.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying assessment instruments;
- applying job-related codes, regulations, and laws;
- fluency in English and Spanish;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records.

KNOWLEDGE is required to

- analyze situations to define issues and draw conclusions;
- perform basic math, including calculations using fractions, percents, and/or ratios;
- present information to others;
- read a variety of manuals;
- understand complex, multi-step written and oral instructions;
- write documents following prescribed formats.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- age appropriate behavior;
- business telephone and email etiquette;
- correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary;
- cultural differences of student population;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- methods of tactful, patient, and courteous interpersonal interactions;
- modern office practices and procedures;
- office equipment and technology;
- pertinent software programs;
- recordkeeping and record retention practices;
- school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data using defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data, and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;

- adapting to changing work priorities;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- learning to administer a variety of appropriate testing materials;
- maintaining confidentiality;
- meeting deadlines and schedules;
- operating a motor vehicle;
- organizing tasks;
- providing excellent customer service;
- reading, explaining, and following rules, regulations, policies, and procedures;
- reading, writing, and communicating effectively in English and Spanish;
- working as part of a team;
- working independently;
- working with detailed information/data;
- working with frequent interruptions.

Responsibility

Responsibilities include: working with limited supervision using standardized routines; training, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: High school diploma or equivalent with coursework or training in child growth and development, instructional technology, or English language development instructional processes and one (1) year of paid or voluntary experience working with and testing students experiencing language deficiencies and remedial instruction needs. Fluency in English and Spanish is required.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written

Certificates and Licenses

Valid California Driver License and evidence of insurability.

Test, a Performance Test, and/or a
Qualifications Appraisal Interview.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status
Non-Exempt

Approval Date
Revised: 04/30/2007
Revised: 07/14/2009
Revised: 12/12/2017

Salary Grade
Classified, Range 40