

Sweetwater Union High School District

TESTING ASSISTANT-BILINGUAL

Purpose Statement

The job of Testing Assistant-Bilingual is done for the purpose/s of administering language and initial placement assessment examinations to new students with home languages other than English; scoring tests; assisting the site administrator or certificated designee in reviewing proper placement of students; assisting in monitoring the academic progress of identified students; and facilitating primary and secondary language support when necessary.

Essential Functions

- Administers placement tests to referred students for the purpose of assessing proficiency in English skills (oral and written) and/or other academic subjects that will assist teachers, psychologists and other professionals in appropriate class placement and/or program eligibility.
- Evaluates test scores for the purpose of providing information to other staff to determine appropriate student placement and/or referral.
- Monitors student progress; identify students who are ready to be reclassified; retest as necessary; recommend reclassifications to the site administrator or certificated designee in accordance with established guidelines for the purpose of proper student placement.
- Prepares documentation of test results for the purpose of documenting activities, providing written reference and/or conveying information.
- Contacts parents and/or guardians via telephone for non-English speaking parents who need interpreting; when directed, to inform them of behavioral or academic standing of their youngsters for the purpose of good communication between parents, and staff.
- Assists in ordering program testing materials when necessary; assist in administering and monitoring routine student examinations for the purpose of maintaining proper stock, and proper testing strategies.
- Assists teachers in the development of teaching materials for the purpose of implementing lesson plans for bilingual students.
- Interprets verbal and written communication of non-English speaking students and parents for the purpose of assisting in communication with teachers and other school personnel.
- Schedules student tests for the purpose of evaluating students in accordance with state requirements.
- Maintains inventory of testing materials for the purpose of ensuring availability of material as needed.
- Composes documents (e.g. correspondence, memorandum, reports, etc.) for the purpose of communicating information to school and district personnel, state official, etc.

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, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: ability to perform testing in a variety of settings and/ or applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: English language acquisition process; ability to relate to the limited English

proficient participants, their families, and community in relation to their varying cultural linguistic and ethnic diversity; and proficiency.

ABILITY is required to schedule activities and/or meetings; 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 utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, 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 to moderate. Specific abilities required to satisfactorily perform the functions of the job include: Interpret from English to another language and from another language to English; Properly administer and score language assessment tests and/or other initial placement tests; recognize varying degrees of language.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some 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.

Working 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Education/Experience

Any combination equivalent to High School diploma or equivalent and one year of job related experience.

Required Testing

Pre-employment Proficiency exam or 48 college credits. Speak, read and write in a designated second language.

Certificates & Licenses

None Specified

Continuing Educ./Training

None Specified

Clearances

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410