

## **LANGUAGE ASSESSMENT TECHNICIAN**

### **DEFINITION**

Under general supervision, performs a variety of work related to the identification, scheduling, testing, evaluation and assessment of non-English-speaking students; conducts and maintains census data for required regulatory agencies; compiles and submits periodic and special reports; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

Language Assessment Technician is an experienced class, with responsibility for performing language-assessment tests and information. Successful performance of the work requires the ability to perform work independently and to exercise sound judgment in coordinating language assessment activities and programs at a variety of school sites. This class is distinguished from Senior Language Assessment Technician in that the latter provides lead direction and work review to Language Assessment Technicians.

### **EXAMPLES OF DUTIES**

Identifies candidates, processes and records appropriate forms for initial and re-designation.  
Schedules and administers English and primary language tests, following established procedures.  
Completes registration procedures for students that have been assessed and meet program criteria.  
Maintains records of tests; collects, scores and classifies results.  
Makes placement recommendations based upon test results, distributes to appropriate recipients.  
Provides technical and student-related information to teachers, nurses, speech therapists, school secretaries and others District staff.  
Distributes and receives Home Language Survey forms.  
Conducts census for various programs; compiles statistical data, completes and submits reports as required.  
Inputs, accesses, updates, retrieves and compiles information using established automated spreadsheet and word processing formats.  
Maintains accurate records and prepares and submits required reports to state and federal agencies.  
Maintains an inventory of testing materials, forms, and supplies.  
Performs a variety of related technical language assessment support activities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Cultural background and language of an appropriate-non-English speaking community.  
Assessment, data analysis, testing and evaluation techniques.  
Computer applications related to the work, including word processing, spreadsheet and database applications.  
Standard English usage, including spelling and grammar.  
Business mathematics and basic statistical techniques.  
Record keeping and reporting practices.  
Standard office practices and procedures, including filing and the operation of standard office equipment.

#### **Skill in:**

Speaking, reading and writing an appropriate non-English language.  
Understanding and communicating effectively with students of varied cultures.  
Gathering and analyzing data and reports preparation.  
Learning, interpreting, applying and explaining the rules and regulations of various language assessment programs.  
Relating successfully to students' cultural background and individual needs.  
Using sound independent judgment within policy and procedural guidelines.  
Entering and accessing information within standard computer formats with sufficient speed and accuracy to perform the work.  
Maintaining accurate records and files.  
Preparing effective reports and correspondence.  
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

#### **Education:**

Equivalent to graduation from high school supplemented by course work in social sciences or a field related to the work.

**Experience:**

Two years of related experience working with non-English speaking individuals in an educational, vocational or social service setting. Experience in dealing with school-age youth is desirable.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard school or office setting, use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

N: 06/89

R: 02/97

R: 02/03