



SHORT TERM PROCTOR: LANGUAGE PROFICIENCY ASSESSMENT

DEFINITION:

Under the general direction of the district Coordinator for the Language Development Programs, provides support for the program and school sites in the implementation of the federal, state, and district required assessments for language proficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in the planning, implementation, and evaluation of the ELL assessment program.
- Assist in the mandatory initial/intake assessment for the identification of English learners.
- Assist in the organization, distribution, collection, and submission of all testing materials.
- Assist in verifying the accuracy of student information for purpose of the assessments.
- Provide technical assistance to school staff and site administrators in the Annual Administration of the Summative assessment.

QUALIFICATIONS GUIDE

State law requires test examiner to be a proficient speaker of English, with complete command of pronunciation, intonation, and fluency, as well as the ability to pronounce the full range of American English phonemes.

Knowledge of:

- Education Code, local policies, state and federal laws applicable to assessment administration
- Standardized test administration in an educational setting
- Student and district database system.
- Retrieval of student data

Ability To:

- Read, interpret and apply complex rules, regulations
- Make mathematical calculations with accuracy and speed
- Maintain cooperative, positive working relationships with diversified staff
- Communicate effectively with staff, parents, school sites, and community members

EDUCATION/EXPERIENCE:

Any combination equivalent to: combination of high school diploma and college experience. Directly related experience with administration and/or proctoring of high stakes tests preferred.

LICENSES AND OTHER REQUIREMENTS:

- Proof of passage of the CBEST, or proof of an AA degree or higher from an accredited institution in the US or successful passage of the District's Proficiency Test or meet cut scores for ACT/SAT (ACT-23 Math, 22 English; SAT-550 Math, 500 English).
- Some incumbents in this classification may be required to speak, read and write in English and a designated second language and obtain passing scores on the District's bilingual test in a designated second language.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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