

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: ENGLISH LEARNER PROGRAM ASSISTANT
SALARY: RANGE 41 – CLASSIFIED SALARY SCHEDULE
WORK CALENDAR: 1.0 FTE - 196 DAYS

BASIC FUNCTION:

Under the direction of the English Learner Program Coordinator, the English Learner Program assistant performs the necessary duties and functions to assist in achieving the goals of the NUSD English Learner Master Plan and to assist in the planning, development, and implementation of the assessment program for English Learners (K-12).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Performs a variety of advanced clerical accounting duties as assigned; monitors funds for income and expenditures; ensures expenditures to do not exceed established budget limitations; calculates, prepares, and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets; assists with budget development and preparation; maintains financial and statistical records and files

Verifies test scores of record using the computer database or actual transcripts/records

Inputs a variety of data into an assigned computer system including data pertaining to student demographic and diagnostic assessment; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data, and generate various computerized lists and reports as requested; ensure accuracy of input and output data; maintain and update an assigned website as directed; upload relevant content in accordance with established guidelines.

Prepares notification/consent letters and mails to parents, including translation into Spanish as necessary

Distributes assessment data to school sites; assists in planning, coordination, and conducting of all state-mandated annual and initial EL proficiency assessments for all school sites including the ELPAC English Learner assessments for California

Maintains confidential student information and records related to English Learner (EL) students

Works with individual students and/or groups of students for the purposes of test proctoring, data collection, records maintenance and score reporting

Administers and scores tests for EL students using prescribed state-mandated California assessments

Analyzes, reviews, checks, corrects, compiles, and transmits a variety of information and verifies for completeness and accuracy related to EL students; computes statistical information for various federal, state and local reports as necessary

Enters, monitors, and maintains accurate student records and individual student profiles, and assists in the implementation of Individual Learning Plans (ILPs)

Assists with completing the reclassification and evaluation processes and required forms for EL students as outlined by the district's EL Master Plan and provide to designated administrator

Assists students, site classified and certificated staff, and/or parents with language translation and written interpretation in Spanish

Attends staff meetings and in-service training as appropriate, including, but not limited to providing professional development regarding interpretation to appropriate district staff

Assists in the supervision of students in various testing related settings as needed

Performs other related duties as assigned

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Department or program organization, operations, policies and objectives
- ▶ Methods, procedures, and terminology used in clerical accounting work
- ▶ Methods of collecting and organizing data and information
- ▶ Business letter and report writing, editing, and proofreading
- ▶ Data control procedures and data entry operations
- ▶ Modern office practices, procedures and equipment
- ▶ General terminology, practices and procedures of assigned office
- ▶ Record-keeping and filing techniques
- ▶ Interpersonal skills using tact, patience and courtesy
- ▶ Oral and written communication skills in English & Spanish
- ▶ Telephone techniques and etiquette
- ▶ Correct English and Spanish usage, grammar, spelling, punctuation and vocabulary
- ▶ Principles and practices of data processing
- ▶ Operation of a computer and assigned software
- ▶ Mathematic calculations

ABILITY TO:

- ▶ Administer tests to students using California mandated assessments for English Learners
- ▶ Compile, maintain, write, and submit accurate and complete records and reports and process data
- ▶ Make simple arithmetic calculations with accuracy
- ▶ Understand and carry out oral and written directions and work independently without direct supervision
- ▶ Read, interpret, and apply instructions, rules, regulations, policies, and procedures
- ▶ Plan, prioritize, and organize work and meet deadlines
- ▶ Perform a variety of advanced clerical and secretarial duties to relieve the assigned administrator of clerical detail
- ▶ Ensure smooth and efficient office operations
- ▶ Assemble, organize, and prepare data for records and reports
- ▶ Answer telephones and greet the public courteously
- ▶ Operate modern office equipment and applicable software programs
- ▶ Communicate effectively and accurately both orally and in writing, including composing correspondence and written materials independently or from oral instructions
- ▶ Apply interpersonal skills with using tact, patience, and courtesy
- ▶ Establish and maintain cooperative working relationships with students, staff, and parents
- ▶ Speak, read, and write in English and Spanish

- ▶ Drive personal owned vehicle (POV) to and from various school sites to perform duties, mileage reimbursement at the district established rate

EDUCATION AND EXPERIENCE:

- ▶ Requires at least one year of child or youth-related work experience or the equivalent in an educational setting
- ▶ Any combination equivalent to: Graduation from high school supplemented by college-level coursework in administration, education or other related field
- ▶ Five (5) years of increasingly responsible clerical experience involving frequent public contact preferred

OTHER REQUIREMENTS:

- ▶ Fluent English/Spanish (oral and written) – official certification preferred
- ▶ Possession of a valid California Motor Vehicle Operator’s license and ability to maintain the minimum state vehicle insurance
- ▶ Department of Justice fingerprint clearance
- ▶ TB clearance

WORKING CONDITIONS:

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
- ▶ While performing the duties of this job the employee regularly works inside and is required to drive his/her POV from site to site on a regular basis
- ▶ The employee works in an office and/or classroom setting and often in a school environment setting with students and staff
- ▶ The noise level in the work environment is usually moderate

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
- ▶ While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, talk, and hear
- ▶ The employee frequently is required to sit, stand, and walk
- ▶ The employee is occasionally required to reach with hands and arms, climb or balance; and stoop, kneel, crouch, or crawl
- ▶ The employee must occasionally lift and/or move up to 25 pounds
- ▶ Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer: Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hadmin@nusc.org.