

LANGUAGE ASSESSMENT SPECIALIST

DEFINITION

Under the direction of the Director of Accelerated Achievement and English Learner Programs, will perform specialized assessment activities to determine t

- assesses incoming students in language proficiency and other appropriate assessments in English students for placement in appropriate District program
- enters initial student assessment data into database the LAC and reviews computer-generated reports
- schedules and performs District and site CELDT sites to administer tests as needed
- communicates with students and parents regarding for the English Learner Program; explains program English Learner Program; prepares related letters and forms
- enters initial assessment results and data in the E
- provides ongoing training of LAC Bilingual Instructors
- receives, monitors, and updates District data files
- generates and develops various reports from a wide
- performs oral and written translations as needed
- performs various clerical duties and related duties
- assists in the preparation of evaluation reports
- provides on site assistance to collect and organize

QUALIFICATIONS

Knowledge of

_____ : Methods of assessing and testing students for English language proficiency; correct oral and written usage of English and a designated second language; District English Learner Program; practices, procedures, and techniques pertaining to automated student record management, storage and retrieval systems; record keeping and filing techniques; regulations and parents' rights related to the English Learner Program; interpersonal skills using tact, patience, and courtesy; oral and written communication skills.

