

SALINAS UNION HIGH SCHOOL DISTRICT

ENGLISH LEARNER SUPPORT TECHNICIAN

Classification: Classified

Salary Range: 17

Work Year: 12 months

DEFINITION:

Under the general supervision of the site administrator or designee and in coordination with the certificated English Learner Specialist, coordinates and administers language assessments as well as overseeing the collection and management of school-wide data pertaining to student language proficiency. Additionally, provides support to the English Learner department through data gathering and reporting.

SUPERVISOR:

Site Administrator or designee

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

MAJOR DUTIES AND RESPONSIBILITIES:

The following is a list of duties that is representative of the position that includes but is not limited to:

- Coordinates and administers state and federal required language assessments (currently English Language Proficiency Assessments for California (ELPAC))
- Works with staff to ensure students' appropriate program placement
- Fulfills legal parent notification requirements regarding alternative course of study for EL students by scheduling parent consultations and preparing paperwork
- Tests all potential English Learners (EL) new to an assigned site and enters test results in the student information system or designated database
- Identifies and records English proficiency for all students enrolled at assigned site and records data in appropriate District and State systems
- Assists EL Specialist with verification of EL student class schedules
- Assists EL Specialist in coordinating English Language Advisory Committee (ELAC) meetings and provides training to parent members
- Assist certificated staff with preparations for the English Learner Advisory Committee (EAC)
- Arranges for childcare services for participants of parent involvement activities with the EL program, when appropriate
- Provides information to parents about parent education programs provided by the District

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- Prepares and maintains a variety of data for program records including parent evaluations and training attendance
- Assists with processes related to the reclassification of English Learners to fluent English proficient status
- Assists EL Specialist with collecting and assembling required student data for annual mandated state and federal reports
- Updates English Learner Program data in students' permanent District record.
- Perform other job-related duties as assigned

Knowledge of:

- Office methods and procedures, including alphabetical and numerical filing, and spelling.
- Telephone etiquette
- Business mathematics
- Microsoft Office and Google Suite applications
- Standard office equipment operation
- Proper English usage, spelling, grammar, and punctuation
- Basic methods, policies, and procedures of the assigned workstation

Ability to:

- To speak a designated second language (Spanish)
- Sort, classify, and compare information
- File materials in alphabetical, numerical, and subject order
- Communicate tactfully and courteously with staff and the public by telephone or in-person
- Write legibly
- Learn pertinent procedures/functions quickly; apply them without immediate supervision
- Learn the SUHSD English Learner programs
- Maintain simple records
- Prepare business correspondence
- Perform general clerical work involving some independent judgment with accuracy and speed
- Make mathematical calculations with speed and accuracy
- Understand and carry out oral and written instructions
- Establish and maintain effective relationships with those contacted in the course of work
- To operate a vehicle, observe legal and defensive driving practices
- Use good judgment in recognizing the scope of authority
- Understand and carry out oral and written instructions
- Work efficiently, effectively, and harmoniously with internal and external customers contacted within the course of work, including but not limited to parents, visitors, staff, and students, in person or over the phone

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REQUIRED QUALIFICATIONS:

Education and Experience:

- High school diploma or GED
- Three (3) years of related experience

Desirable Qualifications:

- Experience in a public education environment
- Experience working with multiple entities and organizations to complete tasks and reports
- Strong working knowledge of student information and data systems
- Ability to communicate effectively in the Spanish language both verbally and in writing (Upon passing the District's PDL assessment, may provide interpretation in a second language (e.g., Spanish) and qualify for a stipend)

Licenses and other requirements:

- Valid California Motor Vehicle Operator's License
- An acceptable driving record and qualification for insurability by the District's insurance carrier
- Criminal Justice fingerprint clearance
- Evidence of TB clearance

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Attend periodic meetings scheduled during and outside the designated hours of the position
- Work under the stress of recurring deadlines. Involves considerable use of computer systems with long periods of intense concentration
- May be required to use a personal vehicle in the course of attendance in training and meetings
- Willingness to use personal vehicles within and outside the District to attend meetings
- Work in an office or community environment
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and reach overhead
- Physical stamina to sustain light physical labor for up to 8 hours, sitting, and/or walking for prolonged periods
- Physical mobility to move about the work environment and respond to emergency situations
- Physical strength to periodically lift and/or carry 25 pounds of materials or supplies; occasionally lift 25 pounds or more with assistance
- Could involve standing or standing for extended periods
- Requires physical, mental, and emotional stamina to sustain office work for eight (8) hours

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- Exhibit a full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion range of motion capable of reaching and operating bus and communications controls
- Exhibit a full range of motion for back lateral flexion, hip flexion and extension, and knee flexion
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions
- Manual dexterity sufficient for writing, using the telephone, computer, calculator, and office machines at the required speed and accuracy
- Vision sufficient to read handwritten and printed materials and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and when addressing groups
- Work in a wide range of temperatures and both indoor and outdoor environments
- Manual dexterity necessary for using two-way radio controls
- Tolerance to be exposed to dust, pollen, specific agents/chemicals, cleaners, and foul smells