

## **SAN JOSE UNIFIED SCHOOL DISTRICT**

**I. Title:** Language Assessment Data Technician

**II. Definition:**

Under the general supervision of the Director of Bilingual Education or his/her designee, supports the State required language assessment process and performs related work consistent with the job description.

**III. Examples of Duties:**

- Support initial identification procedures for K-12 English Learner and potential English Learner students which includes: understanding all required English and primary language assessments, assignment of District language testers, the inventory of State and local language assessments, making appointments with parents, and reviewing assessments for accuracy.
- Operate a computer to input, output, update and access a variety of records and information; generate printout reports, records and lists for schools and district data reports.
- Maintain students records in the Students information System, which include: initial and annual language assessment results, program placement, services and other related language census required information.

**IV. Distinguishing Characteristics**

Extensive background and knowledge of District Student Information System (i.e. CIMS) as it relates to English Learner and reclassified students.

**V. Employment Standards**

**A. Knowledge of:**

- Federal and State mandates related to program compliance guidelines
- Test administration
- Correct English usage, spelling, grammar, and punctuation;
- Collection and organization of data

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- District Student Information system

**B. Ability to:**

- Analyze language assessment data as it relates to English Learner students
- Perform data entry and maintain accurate students records in the District Student Information System
- Review District reports for accuracy
- Work confidentially with discretion
- Communicate effectively both orally and in writing.
- Administer and score language assessments
- Provide technical support to school staff responsible for language assessment on the administration and scoring of language tests
- Administer and score language assessments
- Work cooperatively with other District personnel and schools sites in the operation of the use of student information system and assessment.
- Meet District and Sate required timelines

**C. Education/Training/Experience**

Completion of 12<sup>th</sup> grade or equivalent or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed above.

**D. Licenses/Certificates**

Valid California Driver's License

**VI. Specific Qualifications**

Must pass District clerical test.

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**VI. Specific Qualifications (continued)**

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**Date:** March 22, 2007

**Range:** 22

**Work Year:** 12

**Job Class code** 7631