

## **SAN JOSE UNIFIED SCHOOL DISTRICT**

### **I. Title: Language Tester**

### **II. Definition**

Under the general supervision of the Manager in charge of Language Testing or designated supervisor, conduct language proficiency testing, other testing as required in the assessment process, maintain testing records by performing related work consistent with the job description.

### **III. Example of Duties**

Tests students of all age groups, grades K-12; conducts language proficiency testing; schedules appointments for testing with school staff and/or parents, conducts primary language assessment, and performs general work required for the recording of test data and related information.

### **IV. Distinguishing Characteristics**

Not applicable.

### **V. Employment Standards**

#### **A. Knowledge of:**

Test administration;

Basic principles, practices, terminology, and common forms used in student testing;

Correct English usage, spelling, grammar, and punctuation;

Correct usage, spelling, grammar, and punctuation of the designated primary language;

Collection and organization of data.

District Student Information System

**B. Ability to:**

Perform arithmetical calculation with speed and accuracy;

Communicate satisfactorily in oral and written form;

Administer a variety of testing instruments;

Meet the public tactfully and courteously and to establish and maintain cooperative and effective working relationships;

Using computer terminal, input student assessment results, program services, and other State required language census information in District Student Information System ;

Review District data printouts and reports for accuracy

Maintain confidentiality of information.

**C. Educational/Training/Experience:**

Completion of twelfth 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 and use of a dependable automobile.

**VI. Specific Qualifications:**

Passage of District clerical test and bilingual test.

Range: 19

Work Year: 12 Months/Year

Job Code: 6001

Date: 3/18/2004 (Revised 3/22/2007)