

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BILINGUAL LANGUAGE EVALUATOR (RANGE 17)

BASIC FUNCTION:

Under direction of the Senior Program Evaluator, perform a wide variety of routine student assessment tasks in English and Spanish. Perform responsible duties in the area of student assessment, generating, maintaining and summarizing data, records and files.

REPRESENTATIVE DUTIES:

Schedule and administer State approved oral language proficiency assessments and other required performance assessments in English and Spanish for K-12 students; correct, analyze, score and tabulate the results of assessment tests; make copies of test results and send to school sites. *E*

Determine and communicate the initial language proficiency designation of students enrolling in the District and the initial program placement of students classified as English Learners to parents and school sites. *E*

Perform a variety of technical duties in support of the District's language proficiency evaluation program such as, researching, analyzing and problem solving the information from various databases. Query information in various computer databases to extract need information. *E*

Prepare and monitor the completion of State and District required forms for initial assessment and redesignation. *E*

Communicate the intent and results of the Home Language/Ethnic Survey and other Assessment Center forms to the schools and parents/students. *E*

Assess and work with students on a one-to-one basis; transcribe and record students' responses. *E*

Receive, sort, arrange, alphabetize and file materials; post data in written and/or electronic form. *E*

Instruct personnel on how to perform the tasks related to bilingual language assessment. *E*

Use the District's student information system to update and maintain district databases and extract data files. *E*

Assist with the monitoring of student database information inputted from school site staff to ensure accuracy and correct as needed. *E*

Assist with trainings regarding language testing with the Senior Program Evaluator. *E*

Operate a computer to input various data related to assigned activities. *E*

Drive a vehicle to District sites to conduct work. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English and Spanish usage, vocabulary, grammar, spelling and punctuation.

Policies, regulations and procedures related to initial identification and redesignation of limited-

English proficient students.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Research and analyze assessment information and results within established criteria.

Develop rapport and work well with students and parents.

Perform clerical work with speed and accuracy on standard office equipment.

Perform clerical duties such as filing, duplications and typing at an acceptable rate of speed.

Make basic arithmetical calculations accurately.

Operate a computer to input data.

Understand and carry out oral and written directions.

Meet the public tactfully and courteously and provide routine information.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Incumbents are required to speak, read and write fluently in a second designated language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment

Driving a vehicle to conduct work

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

Seeing to read and score tests

Bending at the waist to assist student