

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	CLERK LPAC MULTILINGUAL ED			FLSA STATUS:	NON-EXEMPT
PAY GRADE:	NIS 5	DUTY DAYS:	260	DATE REVISED:	07/21/2025 HC
FUNDING SOURCE:	THIS POSITION IS LOCALLY FUNDED.				

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent. Incumbent must have one (1) year of related experience. Three (3) years of data entry and verification is preferred. Experience with the Public Education Information Management System (PEIMS), Texas Student Data System (TSDS), Texas Records Exchange (TReX), Ellevation and Frontline/SIS is preferred. Bilingual and Biliterate candidates preferred.

SKILL REQUIREMENTS:

This position requires knowledge in Federal, State and local bilingual education law, regulations and rules. Incumbent must be proficient in a variety of programs, including Microsoft Office, and may require the ability to work in more complex programs and District systems. Incumbent must be willing and helpful when working with staff, parents/guardians, and students. Must have the ability to manipulate, analyze and present data accurately and clearly. Incumbent must have the ability to analyze data and resolve issues to meet deadlines. The ability in the management of large numbers of Emergent Bilingual students to troubleshoot program coding is required. Employees in this position must be able to read, write, and speak/communicate in English to receive and to provide work-related information in a timely manner to other employees, supervisors, principals and school personnel.

JOB PURPOSE AND RESPONSIBILITY:

The incumbent assists the Multilingual Education Compliance Team with Emergent Bilingual (EB) documentation, record keeping and Language Proficiency Assessment Committee (LPAC) processes and procedures. This position must be available to support campuses daily.

ESSENTIAL FUNCTIONS:

- Collaborate with the campus LPAC Administrator, Testing Coordinator and Multilingual Education Team to ensure accurate student data for all decision making processes.
- Ensure compliance with local, state and federal law governing Emergent Bilinguals.
- Support campuses with the administration of assessments needed for the identification and reclassification of Emergent Bilingual students.
- Prepare all required documentation in the program management platform prior to the LPAC meeting to ensure PEIMS coding is accurate.
- Assist in maintaining physical and digital confidential LPAC records pertinent to all emergent bilinguals in the District's program management platform.
- Verify accuracy of data according to established procedures.
- Request and maintain documents, files and records (e.g., permanent files, and agendas, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Follow all rules, regulations and policies of the Austin ISD.

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- Provide clerical support to the Compliance Coordinators.
- Collaborate with District and campus PEIMS Clerks to ensure accurate coding of Emergent Bilingual students.
- Follow processes in accordance with the LPAC Framework for identification, placement, and review of all Emergent Bilingual students.
- Attend mandatory staff development activities, as needed, to perform job functions and improve performance.
- Provide learning support to strengthen LPAC systems.
- Provides other office/clerical assistance as related to the position.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position. Services are performed in a standard campus or office setting, which can be sometimes crowded and noisy, affecting job concentration. This position at the campus level is typically located in the front office, where there are frequent interruptions of the work process, and peak workloads occur periodically. This position involves continually typing and filing, so the incumbent will spend the majority of time standing and/or sitting.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the appropriate supervisor of the department. Incumbent has regular contact with other MET members and LPAC Administrators.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: