



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: LPAC Clerk

Salary Block: Admin. Technical Support
Pay Grade 2

Reports To: Curriculum and Instruction
Bilingual Department

Wage/Hour Status: Non-Exempt

Terms of Employment: 226 Days

Minimum Qualifications:

- High School Diploma or GED
- Minimum of one (1) year of clerical experience preferably in a public school environment (Preferred)
- Must have completed two years of study at an accredited institution of higher education (48 hours); or have obtained an Associate's Degree or higher

Special Knowledge/Skills:

- Must possess clerical and computer skills
- Excellent knowledge of the English and Spanish language
- Excellent people skills
- Ability to communicate effectively (orally and written)

Performance Responsibilities and Duties:

1. Assist the Language Proficiency Assessment Committee (LPAC) with paperwork, organization, and data entry.
2. Assists with the required documentation for new and transferred English Learners.
3. Assists with registration, in the area of identification and coding of new students.
4. Assists the campuses with "snapshot" reports for PEIMS system.
5. Administers Language Proficiency Assessment (Pre & Post) when necessary.
6. Maintains and codes Limited English Proficient (LEP) students in the appropriate systems.
7. Prepares and provides reports for the LPAC committee from the different systems.
8. Reviews LPAC student documentation folders to assure compliance with state law.
9. Collaborates and communicates effectively with team members.

Instructional Support:

10. Conduct instructional exercises with individual students or small groups of students.
11. Provide targeted intervention lessons to individual students or small group of students.

12. Participate in staff development training programs to improve instructional job performance.
13. Participate in faculty meetings and events as assigned

Other:

14. Maintains a professional level of confidentiality concerning personnel and students.
15. Supports the goals and objectives of the school district and follows all district policies.
16. Upholds and adheres to the safety rules and policies of the Clint ISD safety program.
17. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations
18. Performs any other duties as assigned by the appropriate supervisor.

Equipment Used:

Uses copier, calculator, computer, typewriter, printer, etc.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate effectively (orally and written) both in English and Spanish
Repetitive hand motion; prolonged used of computer terminal; Moderate standing; stooping, bending and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee Signature

Date