



GLC ASSESSMENT ASSISTANT

Rev. Jun 2022

Job No.: P326

Reports to: Sr. Coordinator, English as Second Language

Dept./Campus: English Language Learners Services

FLSA Status: Non-exempt

Pay Grade: PP3

Term: 202 Days

PRIMARY PURPOSE:

To provide a range of support to teachers and schools to improve the Language Assessment Proficiency Committee (LPAC) process.

MAJOR RESPONSIBILITIES AND DUTIES

- Test students whose Home Language Survey (HLS) indicates a language other than English is spoken.
- Contact previous schools, if applicable.
- Work collaboratively with campus ESL teacher, other department staff, and school staff.
- Assist with all aspects of EL (English Learner) identification process
- Keep summary sheets update (bilingual campuses).
- Order forms and testing materials as needed.
- Attend all district required trainings related to this position.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school.
- Experience working with children preferred.
- Bilingual required.

Knowledge/Skills/Abilities:

- Ability to communicate effectively; manage multiple priorities and projects; and use computer and application software.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- May be exposed to outdoor weather conditions during portions of work day.
- Ability to travel from frequently throughout the district.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

- Ability to maintain composure and professionalism at all times.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.