



TITLE:	Bilingual Master List Clerk	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Director of Multilingual/Migrant/Title III Programs	TERMS:	179 Days
DEPARTMENT:	Instruction	PAY GRADE:	PT4

PRIMARY PURPOSE:

Test and prepare documentation for student identification and placement, maintain program documentation, and enter PEIMS information accurately for program funding.

QUALIFICATIONS:

Education/Certification:

High School Diploma or equivalent

Special Knowledge/Skills:

Bilingual (Spanish) preferred

Ability to successfully interact with students, professional employees, parents, and district patrons

Ability to read and understand operating instructions and assist with the writing of reports

Technical knowledge of data processing systems

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

General Computer Skills/Experience

Data Entry experience preferred

WORKING CONDITIONS:

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 35 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.)

PAY DETERMINATION:

100% State Bilingual

Essential Functions:

1. Administer and score the English and Spanish Language Dominance Tests.
2. Prepare and organize TEA documentation and other pertinent information for the LPAC Committee to identify and place students.
3. Prepare and organize TEA documentation and other pertinent information for STAAR, TELPAS, TELPAS ALT TESTING of LEP Students.



4. Prepare and organize TEA documentation and other pertinent information for the LPAC to reclassify LEP students at the end of the year.
 5. Enter all LEP data into the computer for PROGRAM AND FUNDING PURPOSES.
 6. Order and maintain an adequate supply of testing materials and documentation forms.
 7. Maintain confidentiality of student records.
 8. Perform other duties as assigned by the Director of Multilingual/Title III/Migrant.
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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date