

Job Title:	Emergent Bilingual Clerk	Exemption Status:	Non-exempt
Reports to:	Director of Bilingual	Pay Grade:	Clerical 3
Dept./School:	Bilingual Department	Days:	191 or 226
Date Revised:	03/16/2026		

Primary Purpose:

The primary purpose of the position of the Emergent Bilingual Clerk is to provide clerical support to the English Language Learner (ELL) Programs at the district and campus levels and to assist in meeting state and federal compliance mandates.

Qualifications:**Education/Certification:**

Must be 18 years or age or older
High School Diploma or GED
Candidate must have satisfactory outcome of fingerprinting check

Special Knowledge/Skills:

Computer skills to include Word, Excel and Power-point and ability to navigate the internet
Organizational skills
Ability to develop effective working relationships with students, staff and the school community at the district and campus levels.
Ability to read, write and communicate in English and Spanish effectively and accurately and translate as needed
Accuracy in taking messages, record keeping and completing reports in a timely manner to meet compliance deadlines

Experience:

Clerical experience
Working successfully with children and adults

Major Responsibilities and Duties:

1. Positive attitude and advocacy towards District and ELL Programs.
2. Implement district and state policies as pertained to the ELL Programs.
3. Assist with the compilation of all ELL compliance data (testing, scoring, copies of previous school records, language surveys, and etc.) in order for the campus Language Proficiency Assessment Committee (LPAC) to make program placement and recommendations.
4. Assist with compiling information for non-ELL Dual Language testing and files.

5. Administer and score Pre-IPT/IPT to determine if student meets criteria for entrance or exit from the ELL Programs (PreK-12).
6. Translates school documents for administrators and other district/school personnel as needed.
7. Serves as a communication point between students, parents, teaching staff and the administration.
8. Maintains inventory of all ELL files (confidential records).
9. Maintains electronic records.
10. Performs the usual office routine and practices associated with a busy yet productive and smoothly run office.
11. Maintains a high level of ethical behavior and confidentiality on information about ELL students.
12. Attend meetings as required to maintain updates on ELL information and documentation.
13. Daily attendance and punctuality are essential functions of the job.
14. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolong periods of sitting, walking, standing, bending, and stooping

Motion: Long periods of arm, hand, finger movement

Lifting: Occasional light lifting and carrying (up to 40+ lbs.)

Environment: Occasional district-wide travel

Mental Demands: Ability to communicate effectively, both oral and written, in English and Spanish, and ability to maintain emotional control under stress; this position requires patience and tolerance

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____