



Title: **Language Proficiency Assessment Committee (LPAC) Clerk III**
Reports to: Administrator Assigned
Department: Campus Assigned

Pay Grade: 204
FLSA: Non-Exempt
Length of Assignment: 212 or 226 days
(contingent upon funding)

Summary

Assist district and campuses with Emergent Bilingual and Public Education Information Management (PEIMS) documentation and record keeping, LPAC processes and procedures, and parental communication related to all students. Adhere to federal and state laws, as well as, district policies, procedures, and regulations.

Essential Functions

1. Works closely with district and campus LPAC administrator.
2. Completes and files timely submission of all LPAC documents.
3. Follows processes and procedures in accordance with the LPAC manual for identification, placement, and review of all students, within PEIMS and district timelines.
4. Collaborates with campus LPAC administrator and teachers to collect information for required LPAC meetings.
5. Collaborates with district and campus PEIMS personnel to ensure accurate coding of all LPAC students reviewed by the LPAC.
6. Assists in scheduling and preparation of initial identification and reclassification testing as well as all LPAC meetings.
7. Serves as a liaison between the school and parents of students reviewed by the LPAC.
8. Prints and verifies PEIMS coding for all students with English Learner (EL) indicator codes = 0, 1, F, S, 3, 4, and 5 with administration, as required.
9. Maintain LPAC documentation as required by the state in the student's cumulative folder (paper and electronic).
10. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.
2. Follow established safety procedures and techniques to perform job duties; support district/department goals.
3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

High school diploma or General Education Diploma (GED); bilingual preferred; five (5) years of general clerical/secretarial experience OR eighteen (18) semester hours from an accredited college/university may be substituted for each year of experience; bilingual preferred; proficient skills in keyboarding, word processing, file maintenance, personal computer and software to develop spreadsheets and databases, electronic mail and internet; must be able to communicate, listen, read, write, and comprehend the English language sufficiently to use it easily and readily in daily communication; possess required skills and knowledge as assessed by the Ysleta ISD Paraprofessional Test.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand/wrist motions and prolonged use of computer. Requires prolonged sitting, moderate standing, walking, bending, reaching, and may require lifting up to 25 lbs.

Approvals

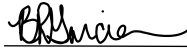
Superintendent

3/21/2024

Date



Division



Human Resources

Employee Acknowledgement

I hereby acknowledge receipt of my personal copy of this job description and agree to all duties and responsibilities outlined.

Signature_____
Date_____
Print Name