



## Position Description

<b>Position Title:</b>	English Language Proficiency Assessment of California (ELPAC) and/or California English Language Development Test (CELDT) Tester
<b>Department:</b>	Assessment
<b>Reports To:</b>	Director of Operations
<b>Salary Range:</b>	Stipend
<b>Bargaining Unit:</b>	HCEA

### **SUMMARY:**

Under the supervision of the school site administrators, testers will administer the English Language Proficiency Assessment of California and California English Language Development Test (CELDT) (as needed) to limited English Proficient students enrolled in Horizon Charter Schools.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administer English Language Proficiency Assessment of California and California English Language Development Test (as needed) to students, which include listening, speaking, reading and writing assessments.
- Following proper administration procedures of the ELPAC and/or CELDT Test.
- Score ELPAC and/or CELDT test to determine language proficient
- Maintain the security of the testing materials
- Communicate ELPAC and/or CELDT results to parent/guardian/Teacher.
- Compiles information from a variety of sources for the purpose of providing information and/or preparing departmental records and reports.
- Be able to establish and maintain cooperative and effective working relationships as member of roving team testers, as well as a respectful rapport with students and site staff.
- Other related duties as assigned.

## **LICENSES & CERTIFICATES:**

Must be able to complete prior to hire:

- TB Test clearance
- Department of Justice (DOJ) clearance
- California Driver's license and current insurance

## **QUALIFICATIONS AND REQUIREMENTS:**

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

Successful completion of online and/or in person ELPAC calibration trainings

## **LANGUAGE SKILLS:**

- Be proficient speaker of English (e.g. have complete command of pronunciation, intonation, and fluency, and the ability to correctly pronounce the full range of American English phonemes.
- Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English.
- Ability to effectively communicate with limited English proficient students .
- Ability to read and interpret documents such as Education Code, legislation, operating and procedure manuals.
- Ability to write routine and complex reports as well as clearly understandable correspondence.
- Ability to speak effectively before groups of employees or from outside organizations.

## **MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as calculating figures, fractions, proportions and percentages.

## **REASONING ABILITY:**

- Ability to define problems collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **COMPUTER SKILLS:**

Most documentation is submitted to the office electronically; therefore competency in computer and accuracy in data entry skills. Must utilize technology to perform duties and responsibilities.

### **OTHER SKILLS AND/OR ABILITIES:**

- Ability to identify and solve problems, manage time effectively, deal effectively and cooperatively with staff and public.
- Ability to work independently.
- Ability to communicate effectively orally and in writing.
- Ability to maintain effective relations with staff.
- Organized and able to keep accurate records.
- Knowledge of all school policies and procedures.
- Ability to learn California laws as it pertains to job.

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work at a desk, conference table or in meetings of various configurations.
- Ability to stand and circulate for extended periods of time.
- Ability to hear and understand speech at normal levels.
- Ability to see up close, at a distance, and have depth perception.
- Ability to communicate so others will be able to clearly understand normal conversations.
- Ability to bend and twist, stoop, kneel, run and crawl.
- Ability to reach in all directions.
- Ability to lift and carry up to 25 pounds.
- A valid California Driver's License.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Noise level may range from very mild to moderate to load.
- Household conditions may vary.
- Extensive travel is required.