

Job title: Language Assessment Clerk

Description of Basic Functions and Responsibilities:

To perform a variety of routine but responsible clerical support activities including typing, filing, telephoning and record keeping in support of compensatory education programs at an assigned school site. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class processes and maintains records of students eligible for an enrolled in specially funded programs such as language and reading, and requires accuracy and attention to detail in organization and processing of assigned unit records and data. This position may require the employee to rotate between work assignments at various schools.

Supervisor: Compensatory Education Coordinator and/or District Assessment Coordinator

Typical Duties:

Performs a variety of clerical activities related to the compensatory education programs at assigned school site

Prepares and maintains student and school records related to specially funded programs such as language, reading, school improvement programs, etc.

Enters, adds, deletes and updates information in a variety of record keeping and data storage files

Types correspondence, forms, schedules, reports, proposals, minutes, etc. associated with compensatory education programs from rough draft

Maintains records of program expenditures and supplies

Assists in administering and scoring routine tests related to assigned programs using prescribed forms and clearly defined scales and creating charts: distributes results to appropriate persons/departments

Assists in administering and scoring routine oral language tests in a language other than English

Maintains and processes time cards for program personnel, posting absences, vacations, hours worked, etc.

Contacts staff and parents regarding meetings and/or to obtain information pertaining to individual students; may attend related meetings as requested

Orders and distributes program and office supplies and materials; maintains records of expenditures

Assists in preparing reports, budgets, meeting materials and distributes to appropriate persons

Answers department phones, providing information, taking messages and/or referring to appropriate person

Trains and directs the work of student assistants

Performs related duties as required

Employment Standards:

Knowledge of modern office methods, procedures and practices

Knowledge of proper English usage, grammar, punctuation and spelling

Ability to type accurately at a rate required for successful job performance

Ability to understand and follow both oral and written instructions

Ability to learn the operations, procedures, policies and requirements of assigned office and related functions

Ability to learn to operate standard office equipment/machines such as copy machine, computer terminal, printer, calculator, etc

Ability to establish and maintain routine, accurate records and files

Ability to communicate effectively in both oral and written forms

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

Ability to speak an additional language, other than English depending on program needs