

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Assessment Services Technician -Bilingual	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	English Learner Services	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-32/CSEA 125 Salary Schedule

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**(Former classification: Assessment Services Assistant-Language Options)**

**LANGUAGE OPTIONS:**

Incumbents are required to speak, read, and write fluently in English and one of the following language options: Hmong, Lao, Spanish or other foreign languages as required by the District to demonstrate the ability and desire to educate each student at a high level.

**BASIC FUNCTION:**

Under general direction of an assigned supervisor, oversee assessment procedures, provide assessment of students in designated second language, and update primary language assessments in a reasonable, timely manner to meet the needs of students and school sites; assessments include written and oral proficiency in both English and a designated second or third language.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Serve as a resource person to facilitate intake of students and families into the District's Language Assessment Center. *E*

Work collaboratively with certificated staff in the operation of the Center. *E*

Act as interpreter and help develop and translate education materials to support family and offer access to high quality educational services to meet the needs of students and family. *E*

May direct work of assigned staff within the Center. *E*

Oversee completion and mailing of student assessment information to sites in a reasonable, timely manner. *E*

Refer students and families to appropriate agencies or District's departments as needed. *E*

Provide in-service training on assessment procedures and direct calls to schedule assessments. *E*

Provide assessment services at schools as required to meet the needs of the school site; test students according to established procedure. *E*

Maintain accurate records and prepare reports, such as: Home Language Surveys, Student Information Sheets and other materials. *E*

Participate in training and certification process for language assessors. *E*

Operate a variety of standardized office equipment including but not limited to copiers, fax machines, computer and other related office equipment. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school , 48 college units or NCLB (No Child Left Behind) equivalent; two years college-level experience in foreign language(s) and two years of responsible experience in work involving contact with the public; preferred two years translating and assessing experience.

**LICENSES AND OTHER REQUIREMENTS**

Valid California Driver's License; must pass Fresno Unified School District's language tests to demonstrate proficiency in English and a designated second or third language.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second or third language using proper grammar, spelling, punctuation and vocabulary.  
Current office practices, procedures and equipment.  
Accurate record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Site operations, procedures, specific rules and precedents of the District and office.  
Appropriate cultural backgrounds.

**ABILITY TO:**

Speak, read, write and translate English and a designated second or third language.  
Accurately maintain records and prepare reports.  
Operate a computer to enter data, maintain records and generate reports, memorandums and letters.  
Establish and maintain cooperative and effective relationships with *a diverse range of people*.  
Work independently with little direction and with many interruptions.  
Understand and work within scope of authority.  
Plan, prioritize and organize work to meet schedules and time lines.  
Communicate, understand and follow both oral and written directions effectively.  
Learn new or updated computer systems/software programs to apply to current work.  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Apply integrity and trust in all situations.  
Actively participate in meeting District goals and outcomes.  
Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office or school environment, constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

**E= Essential Functions**