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| Job Title:        | <b>ELL DATA CLERK</b>   | Reports to:        | <b>ELL/Gifted Coordinator</b> |
| FLSA status:      | <b>Non- Exempt</b>  | Supervisor duties: | <b>none</b>                   |
| Classification:   | <b>Classified</b>   | Approved on:       | <b>10/13/2020</b>             |
| Position Summary: | Assist in the assessment process of students referred as required by state statute; scoring state required assessments in reading, writing, oral and listening with state required ELL assessment, documenting information on student's proficiency in English. |                    |                               |

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Administers tests (state required ELL assessment) to referred students (e.g. grades tests/scores assessments, enters student ID information, test scores, language placement into required database, completes student demographic information in ELL assessment, prepares PNL's, Reclassify notification) assessing proficiency in English skills (oral and written) and/or other academic subjects that will assist teacher, psychologists and other professionals in appropriate class placement and/or program eligibility.
- Fills out documents (e.g. correspondence, state/federal reporting, ELL and FEP Data, ELL Rosters with proficiency levels, memorandum, reports, etc.) for the purpose of communicating information to school and district personnel, state official, parents, etc.
- Maintains inventory of test materials ensuring availability of materials as needed.
- Prepares monitoring documentation of ELL and FEP students for teachers to complete.
- Researches new enrollments (e.g. previous district proficiency scores, test history, PHLOTE information) determining if students will be tested.
- Reviews and prepares student compliance files in cumulative folders (e.g. create ELL cum files for all ELL students/new enrollments, audits ELL cum files for compliance and for verification of home language surveys) ensuring compliance information is in the record.
- Schedules student tests (e.g. assessment scheduling) for the purpose of evaluating students in accordance with state requirements.
- Other duties as assigned

### **KNOWLEDGE, SKILLS & ABILITIES:**

- English-Spanish bilingual (oral and written) required, computer operation/skills, data management skills
- Ability to communicate effectively verbally and in writing to people of all ages and backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality
- Ability to accept change, be flexible and show initiative
- Must have appropriate data collection skills
- Ability to prepare written lesson plans and reports
- Goal planning and time management skills are essential
- Knowledge of agencies and resources in community is desired

### **QUALIFICATIONS & REQUIREMENTS:**

#### **Education & Experience:**

- HS diploma or equivalent required
- Two years ELL experience in a school environment desired

**Computer Proficiency:** MS Office Suite, Google Suite

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

## **WORK ENVIRONMENT:**

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

***Disclaimer:** The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.*