

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADULT SCHOOL ELD/OFFICE SPECIALIST III

BASIC FUNCTION:

Under the direction of the Director and English Language Development (ELD) Coordinator, coordinate ELD office activities; perform a variety of specialized duties and provide clerical assistance and support for instructional activities with limited or non-English speaking students and the Adult Basic Education (ABE) students in an adult school program.

REPRESENTATIVE DUTIES:

Perform a variety of specialized duties and provide clerical assistance in support of the Adult School ELD program including duties related to test administration, the preparation of instructional materials and record-keeping.

Coordinate office activities and reduce administrative detail for ELD Coordinator and adult school administration.

Perform specialized duties as school site citizenship test coordinator including administration of placement tests, registration procedures, obtaining and distributing materials and information from state mandated testing center, preparing fingerprints and photos, scoring citizenship pre-tests, administering final citizenship test, recordkeeping and reporting participant information/test results to appropriate state testing center.

Coordinate, schedule and administer state mandated testing for the entire adult school program, reporting results to the ELD Coordinator, teachers, state testing center, and others as assigned.

Receive and screen phone calls; provide program information and technical information concerning procedures and policies for the ELD/citizenship programs.

Compile information and prepare report data for ABE and ELD programs as required by District, County and state regulations.

Attend county/state meetings as adult school representative as pertains to state mandated testing and citizenship testing processes.

Perform duties involved in the test administration process for the ELD department including GED tests, District proficiency exams, state mandated tests and ELD placement test; coordinate, schedule, administer and score tests; report results to the appropriate teacher.

Coordinate and supervise student placement testing and classroom assignment. Assign students to appropriate classes in accordance with testing scores and related information.

Maintain communication with ELD/Office Specialists I and II as to policy/procedural changes, important dates and related program information.

Prepare various instructional materials and teaching aids; type, copy, sort and distribute materials.

Research, copy and distribute to teachers instructional materials pertaining to special events and holidays.

Assure timely distribution of workshop/seminar reports and testing information to ELD staff.

Prepare and maintain various records and lists, such as attendance records, lists of substitute teachers and aides and records related to test assessment; assign substitute ELD/ABE teachers and instructional assistants.

Translate English and a designated second language to facilitate communication as required.

Distribute and account for equipment and materials according to established procedures.

Assist in the preparation of class schedules including typing, proofreading and editing schedules; assist in advertising and publicizing schedules.

Assist in the preparation of the adult education master schedule including typing, proofreading and editing.

Operate a variety of office equipment and machines including computer and word processing hardware, typewriter, adding machine and copier.

Accompany or supervise student activities as required.

Assist in maintaining office in a neat and orderly condition.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procedures and policies for the ELD/citizenship programs.

Correct oral and written usage of English and a designated second language.

Applicable sections of State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Record-keeping techniques.

Operation of a computer terminal.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Proper classroom procedures and conduct.

ABILITY TO:

Organize, compile and evaluate data pertaining to ELD program.

Provide clerical assistance in support of an adult school ELD program.

Learn and implement test administration process including scheduling, administering and scoring of a variety of tests.

Learn and apply rules, regulations, laws and policies pertaining to job.

Maintain complex records and prepare reports.

Translate English and a designated second language.

Communicate effectively with English and non-English speaking adults.

Perform clerical duties such as filing, duplications, typing and maintaining records.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Maintain records and lists.

Type at an acceptable rate of speed.

Add, subtract, multiply and divide quickly and accurately.

Operate a variety of office equipment and machines including computer and word processing hardware, typewriters, adding machines and copiers.

Work cooperatively and effectively with others.
Promote the Adult School ELD program.
Work confidentially with discretion.
Work independently with little direction.
Assign students to classes according to established guidelines.
Learn and accept cultural differences needs and behavior of
limited or non-English speaking adult students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year experience working with adult ELD students preferably at the level of Adult School ELD/Office Specialist I or II. One year clerical experience involving the use of computer and word processing software desirable.

LICENSES AND OTHER REQUIREMENTS:

Successful completion of the State-mandated proficiency examination;
Successful completion of District Bilingual proficiency examinations.

WORKING CONDITIONS:

Adult School office environment.