

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: ELD OFFICE SPECIALIST I**

### **BASIC FUNCTION:**

Under the direction of the site administrator, assist the ELD Teacher on Special Assignment. Provide clerical assistance and support for instructional activities with limited or non-English speaking students.

### **REPRESENTATIVE DUTIES:**

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

Perform duties involved in the test administration process for the ELD department including CELDT Testing and ELD placement test; coordinate, schedule, administer and score tests; report results to the appropriate teacher.

Work with site administrator and/or ELD Teacher on Special Assignment to assign students to appropriate classes in accordance with testing scores and related information.

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

Prepare and maintain various records and lists related to the ELD program.

May distribute and account for equipment and materials according to established procedures.

Operate a variety of office equipment and machines.

May accompany or supervise student activities as required.

Assist in maintaining office in a neat and orderly condition.

Perform other duties as related to job description.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct oral and written usage of English.  
Modern office practices, procedures and equipment.  
Oral and written communication skills.  
Interpersonal skills using tact, patience, and courtesy.  
Record-keeping techniques.  
Proper classroom procedures and conduct.

**ABILITY TO:**

Provide clerical assistance in support of an ELD program.  
Learn and implement test administration process including scheduling, administering and scoring of a variety of tests.  
Communicate effectively.  
Perform clerical duties such as filing, duplicating, typing and maintaining records.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Maintain records and lists.  
Type at 35 net words per minute.  
Add, subtract, multiply and divide quickly and accurately.  
Operate a variety of office equipment and machines.  
Work cooperatively and effectively with others.  
Work confidentially with discretion.  
Work independently with little direction.  
Learn and accept cultural differences, needs and behavior of limited or non-English speaking students.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or GED and one year experience working in a school environment.  
One year clerical experience desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Successful completion of the State-mandated proficiency examination.

**WORKING CONDITIONS:**

School office environment.