



PERSONNEL COMMISSION

**Class Specification
Salary Range: 20 (C1)**

CLASS CODE

TITLE

0399

STUDENT EVALUATION TECHNICIAN

0480

STUDENT EVALUATION TECHNICIAN - BILINGUAL KHMER

0483

STUDENT EVALUATION TECHNICIAN - BILINGUAL SPANISH

JOB SUMMARY

Under general supervision, administer and score assessments and examinations for new and current students to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension; translate written materials and serve as an interpreter for telephone calls, parent conferences, IEP's, special education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and a variety of other meetings; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Administer and score assessments and examinations for new and current students to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension in accordance with established guidelines and procedures; maintain related records and files. **E**
- Evaluate and assess student comprehension for language development in English and a designated second language (identifying pictures and illustrations), articulation (screening illustrations), vocabulary, and audio/visual discrimination skills. **E**
- Review test scores, academic level and student language fluency and complete required testing materials; prepare summaries regarding assessed student performance; maintain confidentiality of sensitive and privileged information. **E**
- Check out and return testing kits to be restocked; maintain security of testing materials and testing environments. **E**
- Communicate with District staff, parents and students to coordinate testing activities and explain the purpose and process of examinations and interpretation of test results; explain available and appropriate learning options and school procedures within the District to students and parents. **E**
- Work with a credentialed Speech/Language Specialist to provide bilingual speech/language therapy sessions; provide preview or review of new vocabulary to be used in speech language therapy sessions. **E**
- Translate a variety of written materials such as letters, flyers, transcripts, brochures, Individual Education Plans (IEP's), psychological or speech/language reports and

forms from English to a designated second language and from a designated second language to English. ***E***

- Serve as an interpreter for telephone calls, parent conferences, IEP's, special education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and other meetings; conduct home visits to interpret during home-based assessments and IEP's; drive a vehicle to conduct work. ***E***
- Operate a variety of office equipment including a copier, laminator and computer and assigned software; operate translation equipment such as headphones and microphones. ***E***
- Perform a variety of clerical duties such as maintaining records and preparing reports, distributing mail, assisting visitors, filing materials, answering telephones, taking messages and completing various forms. ***E***
- Attend and participate in a variety of meetings including trainings, committees, workshops and conferences; prepare agendas, take notes and prepare minutes following meetings as assigned. ***E***
- Provide a variety of information to parents and students to assist in the enrollment of students; assist parents with completing forms and documents. ***E***
- Provide information and refer parents to appropriate identified community services, local agencies and District resources as requested.
- Administer first aid or necessary physical assistance to ill or distressed students; may administer prescribed medication in accordance with established District procedure.

*Note: At the end of some of the duty statements there is an italicized ***E*** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

A Student Evaluation Technician administers and scores assessments and examinations for new and current students to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension. Incumbents translate written materials and serve as interpreters for telephone calls, parent conferences, IEP's, special education screenings and assessments such as Occupational Therapy, Adaptive Physical Education, Vision-Hearing, psycho-educational and a variety of other meetings. Student Evaluation Technicians are typically assigned to the PALMS (Program Assistance for Language Minority Students) or Special Education office and drive a personal vehicle to visit multiple sites. Incumbents will possess excellent oral communication skills and display sensitivity to those encountered during the course of work.

EMPLOYMENT STANDARDS

Knowledge of:

Extensive vocabulary and correct usage, grammar, syntax, spelling and punctuation of English and a designated second language.

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

Cultural diversities among ethnic and national communities.

Operation of a variety of office equipment including a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and filing techniques.
Report preparation techniques.
Telephone techniques and etiquette.
Modern office practices and procedures.
Basic math.

Ability to:

Administer and score assessments and examinations to determine competency in areas such as English and primary language listening, speaking, reading, writing and comprehension.
Read, write, translate and interpret English and a designated second language.
Compute test scores quickly and accurately.
Learn, apply and explain policies and objectives of school and District programs and activities.
Prepare and maintain a variety of records, reports and files.
Answer telephones and greet the public courteously.
Perform a variety of clerical duties in support of an office.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Maintain a positive attitude, focus and flexibility while working with many interruptions.
Maintain confidentiality of sensitive and privileged information.

Education and Training:

Graduation from high school and training or coursework in language acquisition, education, a designated second language or child growth and development.

Experience:

Some experience working with students in an educational environment including experience involving test administration or experience administering personnel employment testing. Experience translating written documents and providing oral interpretation services in a designated second language is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office and school site environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling light objects and carts of supplies.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 08/11/94
Revised 1/30/2003
Revised: 12/15/05
Revised: 3/5/2009
Revised: 7/11/13