

## ORANGE UNIFIED SCHOOL DISTRICT

### TESTING CLERK

#### DEFINITION

Under the direction of the Language Assessment Center administrator, works with school personnel to schedule and perform student language skills testing at schools or the Language Assessment Center, and performs related work as required.

#### ESSENTIAL DUTIES

- Administers California English Language Development Test to students (CELDT), which includes listening, speaking, reading, and writing assessments.
- Administers primary language testing as required.
- Inputs, retrieves, and compiles student testing data using district's information system.
- Coordinates and schedules testing dates and room locations with various school site personnel.
- Develops school testing schedule. For 7-12 students, reviews each student's class schedule and prepares call slips for releasing students from the classroom.
- Verifies completion, accuracy and documentation of school-site testing.
- Sends out forms for school/ district use and parent notification; explains language assessment program or testing to parents/ guardians.
- Maintains inventories of materials and equipment used in testing, assembles, and transports testing materials, and files test documents at schools and the L.A.C.
- Performs a variety of clerical work including data entry, filing, typing, and photocopying.
- Provides translation to the Spanish speaking community on District policy and procedures.
- Assists with the student registration process
- Scores assessment tests to determine language proficiency

#### PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification performs light work in an office or classroom environment, with driving to district sites, and involves sitting a portion of the time, standing, bending, lifting and carrying up to 35 pounds. This position requires accurate distinguishing of sound, near and far, vision, depth perception, the ability to provide and receive oral information and direction, and the handling and working with assessment materials and objects.

#### QUALIFICATIONS GUIDE

##### Knowledge of:

- Modern office methods, practices, and procedures.
- Standard office machines, including computers.
- Correct English and Spanish usage, spelling, grammar, pronunciation and punctuation.
- Required student testing procedures and practices.
- Telephone techniques and etiquette.
- Record-keeping techniques.
- Safe working methods and procedures.

## ORANGE UNIFIED SCHOOL DISTRICT

### **TESTING CLERK**

#### **Ability to:**

- Read, write, and speak English and Spanish clearly and distinctly;
- Perform a variety of clerical work with speed and accuracy; type or keyboard at a net corrected speed of 40 words per minute; operate office machines including computer terminal, microcomputer, typewriter, and calculator;
- Maintain confidentiality; Pass a district proficiency test in Spanish;
- Accurately maintain student testing records and reports;
- Compare names and numbers rapidly and accurately;
- Work cooperatively and effectively with students, school personnel, and co-workers;
- Provide information in an understandable manner and give direction to others;
- Organize work to meet schedules and deadlines;
- Work independently.

#### **Training and Experience:**

Some combination of experience working in an educational setting, to include clerical/ office experience, or computer/ record-keeping experience. Test administration experience helpful.

#### **Education:**

High school graduation or equivalent.

#### **Other Requirements:**

#### **License**

Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate. Incumbent must be willing to furnish car and drive in the performance of duties.

Other: Incumbents of positions in this class will be required to use a personal vehicle in the course of employment and may be required to attend periodic evening meetings and/or to travel within and/or out of District boundaries to attend meetings. Incumbents may be required to work at a video display terminal for prolonged periods.