

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assessor-Translator, Matriculation and Orientation Center	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1600	WORK YEAR:	12 Months
DEPARTMENT:	Multilingual Education	SALARY:	Range 48 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	09-15-05
		HR REVISION:	05-03-12

LANGUAGE OPTIONS:

HMONG: Required to speak, read, and write fluently in English and Hmong.

RUSSIAN: Required to speak, read, and write fluently in English and Russian.

SPANISH: Required to speak, read, and write fluently in English and Spanish.

VIETNAMESE: Required to speak, read, and write fluently in English and Vietnamese.

BASIC FUNCTION:

Provide accurate assessments of students in English and assigned language in listening, speaking, reading, and writing using approved tests; process and complete registration steps to enroll students at the Matriculation and Orientation Center (MOC); translate official district documents and varied district communications; provide interpretation for parents.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide accurate assessments of students in English in listening, speaking, reading, and writing using the California English Language Development Test (CELDT), or other state-mandated assessment. **E**

Process and complete registration steps to enroll students at the Matriculation and Orientation Center (MOC); assist parents or guardians in the completion of all registration forms accurately, following established district guidelines and procedures. **E**

Accurately administer other assessments, as required, to complete the matriculation process. **E**

Assure collection of required documentation to complete the matriculation process, including proper immunization records, verifications of residence, etc. **E**

Make accurate and proper referrals for parents to outside agencies, as required, to ensure completion of registration forms. **E**

May conduct primary language proficiency test for student placement, foreign language waiver, and new hires. **E**

Under direction of the administrator, translate official district documents, as well as varied district, department, and school communications with high levels of accuracy utilizing established formats and templates; provide interpretation for parents upon their request in a variety of settings. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Establish and maintain effective communications and positive relationships with school and district staff; respond to phone calls, emails, letters, and other communication; copy documents; maintain files; lift light objects. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and four years experience working in public schools supporting the learning process, providing assistance to parents/community members, and using the CELDT, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide proof of insurance. Must pass Sacramento City Unified School District's language tests to demonstrate proficiency in English and a designated second language. Overall scores in computer software testing program preferred as follows:

Keyboarding..... 55 Correct WPM
Word..... 80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and other designated language(s).
Testing and assessment of materials, policies, and procedures.
Policies and objectives of assigned program and activities.
Basic record-keeping techniques.
Interpersonal skills using tact, patience, and courtesy.
Technical aspects of field of specialty.
Oral and written communication skills.
Operate a computer, related software, and standard office equipment.
Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
Read, write, speak, translate, and interpret English and a designated second or third language.
Provide accurate assessments of students in oral and literary skills in assigned language(s).
Test and enroll students.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Determine appropriate action within clearly defined guidelines.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Operate a computer, related software, and standard office equipment.
Lift light objects according to safety regulations.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; may drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to translate effectively, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date