

**LANGUAGE ASSESSOR ASSISTANT – BILINGUAL**

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Code No. 4-19-033  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This position, located in a school district, is responsible for assisting in the administration of language assessment tests to students in both English and Spanish and other language speaking communities but proficiency in other languages is not required. Duties include collecting data by interviewing English and Spanish speaking students and parents as well as those who speak other languages. The verification and interpretation of tests results, preparation of evaluations and subsequent recommendations are not a responsibility of this position, but are performed by a language assessor or other education professional. The employee reports directly to, and works under the general supervision of, a school administrator or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Interviews students and parents for both English and Spanish and other language speaking families before test administration to gather background information and to establish rapport with the students in order to arouse their interest, elicit cooperation, and ensure the students follow directions;

Assists in the daily operation of the placement center in registering Limited English Proficient (LEP) students and families;

Provides students and parents of both English and Spanish and other language speaking families with a brief orientation to the District;

Gives verbal instructions and demonstrations and performs other tasks necessary to ensure uniformity of test conditions essential for comparability of results;

Arranges transportation to and from program site;

Assists in the preparation of State and Federal reports regarding LEP students by compiling data, entering data, transferring data and correcting errors;

Confers with, and reports to, language assessors regarding data collected from student records, interviews, and observation during test administration;

Participates in training sessions, demonstrations, and observes language assessors in order to properly assist with recording results on behalf of communities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the fundamental concepts of standardized testing as related to measuring language development; ability to interview students and parents of both English and Spanish and other language speaking families to gather information; ability to perform arithmetic calculations; ability to interpret tabular material to determine test results; ability to develop brief narrative and statistical reports; ability to comprehend written instructions for test administration; ability to motivate children; ability to establish and maintain effective professional relationships with students, administration and other professional staff; ability to communicate orally and in writing in English and Spanish; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma

plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year paid full-time or its part-time equivalent experience in assisting with test administration, supporting staff who assesses language proficiency, or recordkeeping; OR,

(B) Three (3) years paid full-time or its part-time equivalent experience as defined in (A) above;

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** September 4, 2014