

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**ASSESSMENT ASSISTANT**

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**Purpose Statement:**

The job of Assessment Assistant is done for the purpose/s of assessing oral, reading and writing English proficiency of students meeting screening criteria, compiling and documenting information on student's proficiency in English; maintaining testing materials; and ensuring compliance with program's legal and administrative requirements. Researches, tracks, and documents Limited English Proficient (LEP) student progress. .

This job reports to Director, Assessment & Evaluation

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**Essential Functions**

- Assesses students' from bilingual home environments in language proficiency utilizing standardized testing protocols (e.g. reading, writing and oral communication, etc.) for the purpose of evaluating students' language proficiency and when indicated, in accordance with established standards, referral of appropriate students for plan to remove language barriers that would otherwise affect school success.
- Compiles test results for the purpose of of complying with District and State reports of student placement.
- Identifies students to be tested and/or retested for language proficiency for the purpose of scheduling assessments in compliance with State requirements.
- Interviews and tests students for the purpose of determining degree of linguistic proficiency in English and in student's primary language.
- Maintains a variety of records (e.g. program participation, progress, referrals, etc.) for the purpose of providing required District and State information and/or documentation.
- Orients students for the purpose of establishing familiarity with assessment process and requirements.
- Performs administration of State mandated tests for the purpose of compliance with State requirements.
- Prepares and processes State testing materials for the purpose of distribution.
- Prepares written materials (e.g. lists, reports, forms, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Proctors tests for the purpose of complying with District and State guidelines.
- Provide feedback to teachers and administrators regarding test results for the purpose of facilitating communication between students, parents, teachers and other District employees that will secure ensure appropriate placement for tested students.
- Responds to inquires from students, parents, teachers, and/or administrators, (e.g. test results, schedules, etc.) for the purpose of providing information and/or direction.
- Schedules students for the purpose of of complying mandated language proficiency testing requirement.
- Scores tests for the purpose of evaluating language proficiency of identified students.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: office methods and practices; common office machines and software.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid CA Driver's License

**Continuing Educ. / Training**

Must be fluent in English.

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

6/15/2006

**Salary Grade**

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