



## SHORT TERM PROCTOR: LANGUAGE PROFICIENCY ASSESSMENT

### DEFINITION:

Under the general direction of the district Coordinator for the Language Development Programs, provides support for the program and school sites in the implementation of the federal, state, and district required assessments for language proficiency.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Assist in the planning, implementation, and evaluation of the ELL assessment program.

Assist in the mandatory initial/intake assessment for the identification of English learners.

Assist in the organization, distribution, collection, and submission of all testing materials.

Assist in verifying the accuracy of student information for purpose of the assessments.

PS6u]TJ 0.0042Tc 0 0042Tc 1.802 r Td [(Pov)-8.1 (i)1 (d)2.8 (e)3.9 ( t)-2.4 (e)3.9 (c)-4.9 (hni)1 (c)-4.9 (a)-1 (l)1 ( a)-1

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Lifting, carrying, pushing or pulling objects up to 25 pounds.

### WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017