

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

**TITLE:** English Learner (EL) Clerk

**CLASSIFICATION:** Classified (SEIU)

**REPORTS TO:** Principal

**RANGE:** 290

**WORK YEAR:** 9 Months

**CLASS:** Administrative Support

**BOARD APPROVAL:** 1/14/16

**BOARD REVISION:**

**PRIMARY FUNCTION:** Under general supervision, to assist with site-level State and Federally mandated identification, classification, placement, monitoring, and reclassification of English Learners (ELs); and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by assisting schools to meet mandated requirements to improve the academic achievement of English Learners.

**SUPERVISION OVER:** Not Applicable

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Organizes and complies with District English Learner identification procedures to properly process and enter data in the District's student data and information systems.
- Schedules and administers site-level California English Language Development Test (CELDT).
- Schedules and administers Language Assessment Scales (LAS) Testing to determine initial placement of English Learners.
- Enters all site-level CELDT and LAS data into the student information system.
- Updates English Language Development student files.
- Updates catch-up plans for long-term English Learner students.
- Reviews the transcripts of English Learner students.
- Prepares documents for the reclassification of English Learners.
- Communicates the results of assessment and assists the site principal, administrative designee, and/or counselor in the placement of English Learner students.
- Assists the district EL Compliance Specialist with site-level reclassification of English Learners including completion and distribution of required paperwork, parent contact, data entry, and ceremony planning.
- Collaborates with district personnel designated to coordinate English Learner programs and services.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent.
- Associate Degree or a minimum of 60 units from a WASC accredited college or university desirable.
- Experience with student information systems, preferably AERIES.
- Experience with student achievement data systems (Datawise, EduSoft, Data Director, etc.) desirable.

- One or more years' experience working with English Learner students in a school setting.
- Experience in public school activities and programs which promote improving academic achievement desirable.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Driver's License, insurable status by the District's carrier, and the use of a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

**KNOWLEDGE OF\*:**

- Policies and objectives of assigned programs and activities.
- Record-keeping and organizational skills.
- Oral, writing, and public speaking skills.
- Computer procedures, software, and applications.
- Problem-solving skills.

**ABILITY TO\*:**

- Communicate effectively in English; Spanish desirable.
- Operate a computer and related software.
- Scan, import, and export a variety of student achievement data to the student information system.
- Participate in training or professional development and implement related knowledge and practices.
- Communicate effectively with teachers, principals, District administrators, and the public.
- Establish priorities to plan and schedule work.
- Maintain the confidentiality of schools, teachers, and classrooms.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

*\*Candidates should have a comprehensive knowledge of these concepts, practices, and procedures and the ability to use them in complex, difficult, and/or new situations.*

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS (With or without the use of aids)\*:**

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- May require traveling in a vehicle to job assignments.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office and/or school setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; in a vehicle traveling to job assignments.