



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **EL Assessment and Compliance Clerk**

Position Type: <b>Classified</b>	Department: <b>Curriculum, Instruction &amp; Assessment</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>EL Coordinator &amp; Deputy Superintendent of Curriculum, Instruction &amp; Assessment</b>
Salary Range: <b>Range 17</b>	
Term of Employment: <b>9 months</b>	Date: <b>July 1, 2023</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

Administers the Arizona English Language Learner Assessment for both placement and reassessment purposes for all incoming and current English learners in DVUSD. Maintains all language folders and records required by DVUSD and OELAS at ADE..

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Develops and maintains sympathetic understanding of individual students, their needs, interests, abilities, and disabilities.
- Conducts the standardized English language proficiency assessment for reading, writing, listening, and speaking.
- Coordinates placement-testing schedule for assigned campuses and creates reassessment schedule for district reassessment in collaboration with district personnel.
- Assists in obtaining pertinent information for record keeping of EL programs for completion of district, state, and federal reports.
- Maintains cumulative language folders in order to meet district, state, and federal compliance.

- Participates in appropriate in-service training, workshops and conferences as directed by EL Coordinator.
- Maintains a high level of ethical behavior and confidentiality.
- Completes AZELLA Qualification Training and obtains test administration certification.
- Completes travel expense forms and has supervisor initial when applicable.
- Signs in/out of student support staff binder located in the front office when applicable.
- Able to work independently, set priorities and complete tasks in a timely manner in order to meet state and federal deadlines.

**MARGINAL DUTIES:**

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**SUPERVISORY RESPONSIBILITIES:**

- None.

**SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills in English.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.

- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

**CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High school or general education degree (GED).
- Six months to one year experience working with EL children preferred.

**PHYSICAL DEMANDS:**

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must be able to occasionally lift and/or move 50 pounds.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*