



BERKELEY UNIFIED SCHOOL DISTRICT  
Human Resources Department

CLASSIFICATION AND  
POSITION DESCRIPTION

TITLE: Student Assessment  
Specialist English  
Language Learners  
and Supplementary

Prepare and maintain records and reports related to assigned activities; prepare, distribute and monitor categorical time accounting forms; prepare mid-year and annual consolidated application to the State related to ELLs and Title I-SES

Determine, request and order science textbooks as needed

Coordinate various departments entering data into the online system used by the State for Categorical Program Monitoring

Operate office equipment including a copier, fax machine, typewriter, computer and assigned software applications; drive a vehicle to various sites to conduct work

#### OTHER DUTIES

Perform related duties as assigned

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Methods, practices and terminology used in ELL assessment administration

SES program policies and objectives

District, federal and State policy related to ELL/TWI and bilingual student identification and programs

Modern office practices, procedures and equipment

Technical aspects of the school assessment field

Applicable laws, codes, rules and regulations

Operation and use of computer and assigned software applications

Correct English usage, grammar, spelling, punctuation and vocabulary

Record-keeping, filing and proofing techniques

Oral and written communication skills

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and two years of increasingly responsible secretarial or administrative experience including some experience in student assessment activities

LICENSES AND OTHER REQUIREMENTS:

Valid ELL assessment administration certificate

Valid California driver's license

Incumbents are required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Sitting or standing for extended periods of time

Hearing and speaking to exchange information in person and on the telephone

Bending at the waist, kneeling or crouching to file materials

Lifting, carrying, pushing or pulling objects typically weighing up to 50 lbs