

# *Magnolia School District*

## **EDUCATIONAL SERVICES PROGRAMS SPECIALIST – BILINGUAL SPANISH**

### **DEFINITION**

Under the supervision of the Assistant Superintendent of Educational Services, performs a variety of technical and complex records management and data control duties; obtain and maintain accurate data, records, and files; operate a computer to enter and maintain data.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 the classification.

- Assists in the coordination of Educational Services programs and assessment practices, including District Language Assessment Committee (DLAC), Summer Academy, and Gifted and Talented Education (GATE);
- Obtains and maintains accurate data, records, and files on students;
- Enters data received into appropriate system; assures accuracy, proper order, and placement;
- Completes oral and written translations and acts as translator for non-English speaking parents;
- Assists the coordination and administration of student language assessments;
- Coordinates distribution and collection of assessments to and from school sites;
- Extracts and assembles data in a variety of formats;
- Provides oral and written translations as needed;
- Supports parent involvement services and events and acts as a liaison between Educational Services and community/parent groups as needed;
- Assists with California Longitudinal Pupil Data System (CALPADS);
- Forwards confidential records/files upon written or verbal request according to established guidelines;
- Assists staff in obtaining prior records of students as requested;
- Generates records, reports, lists, and summaries;
- Operates a variety of office machines
- Use of current technology to input and extract data from an automated information management, storage and retrieval system;
- Schedules student assessments;
- Takes, gives and refers messages to and from the public in person and by phone;
- Establishes and maintains files;
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures and techniques, including statistical records, filing systems, receptionist techniques, letter/report writing; Correct English and Spanish usage, spelling, grammar, vocabulary, punctuation and arithmetic concepts;
- District assessments, record keeping and reporting;
- Routine record management, storage and retrieval systems;
- Coordinating the development and distribution of large-scale parent mailings (assessment results; data reports, etc.);

- Interpersonal skills using tact, patience, and courtesy;
- Operational procedures, data entry techniques, policies, rules, and regulations specific to assignment;
- Current district technology and software.

**Ability to:**

- Read, speak and write fluently in English and Spanish;
- Understand and translate in English and Spanish;
- Perform a variety of records management and data control tasks;
- Maintain accurate records and files and prepares reports;
- Accurately type at the rate of 40 words per minute;
- Extract and assemble data in a variety of formats;
- Use current district technology and software;
- Create data bases for multiple sources;
- Scan results from with accuracy;
- Meet schedules and timelines;
- Prioritize and schedule work;
- Understand and follow oral and written instructions;
- Sit for extended periods of time
- Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

**Education:**

- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied;
- Supplemental courses in current technology and software is desirable.

**Experience:**

- Successful experience in extracting and assembling data in a variety of formats

**DESIRABLE QUALIFICATIONS**

- Two years of successful clerical experience in a school district setting;
- Experience with maintaining databases from multiple sources;
- Experience in compiling and assembling data in a variety of formats;
- Knowledge of District policies.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in an office. The employee's primary responsibility is working with students and staff. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in an office environment where the noise level is usually moderate.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will also involve walking or standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, and the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- Work under deadlines with constant interruptions and interact with District staff, vendors, and the public.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Range: 37  
Revised: 8/27/15; 6/29/16, 02/2018  
Approved: 04/2017