

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT**

JOB TITLE: MANDARIN BILINGUAL ASSESSMENT CLERK

**BASIC FUNCTION**

Under supervision of an Educational Services Director, to perform a variety of duties designed to assist and support the Walnut Valley Unified School District Language Assessment Center in the assignment and orientation of elementary/secondary students and their parents/guardians.

**ESSENTIAL JOB FUNCTIONS**

- Performs general clerical and office work, including typing, proofreading, filing, checking, and recording information
- Speak, read, and write proficiently in English and Mandarin
- Assists office visitors in a second language and/or English by providing information and or translation relative to routine procedural matters
- Types and inputs material from oral directions, rough drafts, or handwritten notes, including various records, test materials, reports, memoranda, tables, lists, and a variety of other documents
- Posts information to a management information storage and retrieval system, and completes forms
- Prepares a variety of materials for duplication and printing
- Operates a variety of office machines and equipment
- Sorts and files documents and materials according to a predetermined classification system
- Maintains alphabetical, numerical, index, and cross reference files
- Maintains a variety of operational records
- Makes arithmetical calculations and posts to statistical records
- Processes outgoing letters, documents, and forms
- Operation of standard office equipment including computer keyboarding and word processing
- Assists with oral and written translation needs
- Understand and carry out oral and written directions
- Perform general clerical work with speed and accuracy
- Interact successfully with students, families, and District employees
- Assists the Biliterate/Bicultural Technicians with the following:
  - Assists office visitors in a second language and/or English by providing information relative to assessment and routine procedural matters
  - Assist with administering state language assessments
  - Assist with Inventory Control and Testing Rosters for state tests
  - Assists with distribution and collections of assessment materials
  - Assists with the district and schools' on-site and telephone interpretation and translation requests
  - Assist with clerical work pertaining to English Learner programs
  - Assists with language test appointment scheduling
  - Participates in assigned committee activities
  - Performs other related duties as assigned

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### JOB REQUIREMENTS – QUALIFICATIONS

#### Skills, Knowledge and/or Abilities Required:

##### Knowledge of:

- General terms, procedures and practices used in students testing/evaluation and assessment
- A variety of technological software programs
- Interpersonal skills using tact, patience, and courtesy
- Basic principles of human behavior and the methods and techniques used in dealing with culturally sensitive issues and situations
- Personal and interpersonal awareness and sensitivities understanding certain bodies of cultural knowledge
- Work courteously and tactfully with co-workers, students, and parents
- Adapt easily to work assignments, additional priorities and new procedures
- Prioritize and identify needs and solve problems independently as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

##### Ability to:

- Effectively and efficiently assess and classify limited and non-English speaking students
- Perform accurate interpretation and translation functions
- Promote team building and a positive work environment
- Prioritize and identify needs and solve problems independently as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of parents, school staff and community a top priority
- Understand and carry out oral and written directions with minimal supervision
- Establish and maintain positive and effective working relationships
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Demonstrate cultural competencies and behaviors in all interactions
- Demonstrate an empathic, patient, and receptive attitude with students and parents experiencing bilingual/biliterate needs
- Communicate satisfactorily in oral and written form in English and a second language as required by the assignment, and to serve as an appropriate language model
- Suggest procedural improvements to superior as appropriate
- Communicate complex information effectively over the telephone in parents' primary language
- Perform general clerical work with speed and accuracy
- Understand and carry out oral and written directions with minimal direction and supervision

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### **PHYSICAL DEMANDS**

The physical 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 be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time (Per the Code of Federal Regulations - Section 404. 1567 "Physical Exertion Requirements").
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION REQUIREMENT**

#### Experience:

One year of paid experience assessing bilingual/billiterate students interpreting non-English languages and translating non-English technical documents.

#### Education:

Equivalent to the completion of High School.