

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: DISTRICT BILITERATE / BICULTURAL LANGUAGE TECHNICIAN

BASIC FUNCTION

Under the supervision of the Director of Educational Programs, to assist and support the Program Specialist of English Language Development to administer a variety of state and local student language proficiency assessments in English and in a second language; to compile and distribute reports and survey information results; to perform interpretation and translation ; to serve as a liaison between District, school and parents of second languages providing culturally and linguistically appropriate services; to collect and summarize statistical data; to perform assigned clerical duties and to do other related work as required. Incumbents in this classification provide language assessment, bilingual translation and program information for students and parents.

ESSENTIAL JOB FUNCTIONS

- Bilingual
 - Coordinates the district's and schools' on-site and telephone interpretation and translation requests
 - Recruits district bilingual staff for interpretation assignments
 - Assigns interpretation and translation jobs to ELD bilingual staff and non-ELD district bilingual staff
 - Performs on-site and/or telephonic conference interpreting, and translation of notices, reports, statements, and records sent to the parents or guardians by school and the district as required by the Education Code 48985
 - Participates as a member of a school's IEP team to assist parents in understanding the development and implementation of individual educational plans for students with bilingual/bicultural instructional needs
 - Assists school administrators, SSRAs, and GLCs (by telephone and in person) in relating discipline consequences to parents in their primary language
 - Maintains extra time accounting for bilingual staff, and sends monthly reports to the Director of Educational Services and Accounting Department
- Assessment
 - Orders, distributes and collects district-wide English Language Development testing materials, solves procedural and processing problems, issues and concerns
 - Oversees the distribution of testing materials and the collection and processing of completed tests
 - Administers and scores the state English Language Development (ELD) test, and maintains the assessment results of English Learners
 - Assists District personnel in the assessment of student language proficiency and in determining the classification level of students English/Primary language
 - Monitors submission of required information and activities related to the testing program
 - Explains English Language Development assessment results to parents and answers questions related to English Language proficiency levels
 - Trains school attendance staff/registrars on processing Home Language Survey forms and test result forms

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- Data
 - Gathers data, conducts research, and provides survey information as requested
 - Creates, extracts, and analyzes data from data systems
 - Provides technical assistance with data gathering, statistical analysis, and displays of data related to English Learners testing/evaluation
 - Designs and produces displays for reports and presentations using a variety of computer software programs
 - Compiles data and assists in the preparation of related school and district reports
 - Inputs, maintains and updates demographic and testing data related to EL students in the district wide data management system and the ELD department Access program
 - Communicates with District and school staff relative to necessary data required by State and Federal laws and regulations related to ELD testing and/or other aspects of department operations
 - Assists and verifies English Learners data input into CALPADS
 - Processes and updates EL data of transferring students
- Outreach
 - Serves as cultural and linguistic "hub" for parents of Limited English Proficient (LEP) students
 - Bridges the gap between the district, school personnel, and the parents in understanding the different education systems
 - Explains English Language Development programs and options to the English Learner parents
 - Explains enrollment procedures to the families of new immigrants
 - Recruits new students for the Structured English Immersion Center (SEIC)
 - Answers questions related to Home Language Surveys for school staff and parents
 - Trains school attendance staff/registrars on processing Home Language Survey forms and test results forms
 - Participates in district and school bilingual parent committees
 - Assists in explaining and answering questions related to International students' I-20 application process
- General
 - Answers the office telephone, and maintains files and related records
 - Participates in assigned committee activities
 - Performs other related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Knowledge of:

- General terms, procedures and practices used in students testing/evaluation and assessment
- Methods, procedures and techniques pertaining to various aspects of data processing application operations
- Technical document translation methods, techniques and procedures
- Federal and State laws and regulations related to department activities
- Data base management operations and techniques

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- Basic research and statistical methods and techniques
- Student information system data input and report retrieval
- Ethical principles for interpreters; standardized interpreting protocols; guidance on interpreter roles and interventions
- Syntactic differences between English and the second language
- 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
- Public education goals and objectives
- Personal and interpersonal awareness and sensitivities understanding certain bodies of cultural knowledge

Ability to:

- Effectively and efficiently assess and classify limited and non-English speaking students
- Perform accurate interpretation and translation functions
- Organize diverse data, analyze and prepare clear, concise, and accurate reports using appropriate software programs
- Read, comprehend and apply provisions of federal, state and district regulations
- 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
- Assess community needs and promote community cohesion
- 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
- Respond to questions about data from a variety of consumers

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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:

Two (2) years of paid experience assessing bilingual/biliterate students interpreting non-English languages and translating non-English technical documents.

Education:

Equivalent to the completion of High School, including coursework or training in instructional technology, or bilingual/biliterate assessment, interpreting and document translation processes.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a First Aid Certificate issued by the American Red Cross