

Job Title: Bilingual Assessment Technician
Department: Special Education
Reports To: Special Education Coordinator or designee
FLSA Status: Non Exempt
Salary Schedule: SC lane 08



SUMMARY

The Bilingual Assessment Technician will function under the direction of the Special Education Coordinators and the Director of Special Education. The Bilingual Assessment Technician will work through the principal and assigned special education case manager in various WCSD schools, offering their services to teachers, students, and parents.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Conducts individual academic assessments and observations relevant to a student's learning or behavioral problems, under the direction and supervision of the designated special education personnel.

Scores and completes reports related to each of these assessments and observations.

Works with the school psychologist to complete written reports for assessments and observations.

Ensures that copies of each written report are included in the student's confidential special education file and that information is made available to each student's case manager. A list of tests/procedures the Bilingual Assessment Technician is qualified to administer will be maintained by the Special Education Director.

Assists in the development of procedures and practices to ensure that appropriate child-find activities take place within English as a second language (ESL) populations in WCSD.

Assists in the implementation and coordination of special education and Medicaid child find activities with ESL populations in WCSD.

Assists in the development of procedures and practices to implement and coordinate outreach and child find for Medicaid programs within WCSD.

Works closely with ESL families and special education staff to coordinate, schedule and complete the referral, assessment and eligibility processes required by District, state and federal rules and regulations for Special Education.

Assists in the evaluation and identification of students with disabilities as mandated by federal, state and District regulations and guidelines. In particular, assists in the evaluation and

identification of students with disabilities who have a language other than English as their primary language.

Maintains and updates student testing information and scores; updates college and university information as assigned.

Creates and maintains work logs, databases, spreadsheet files, and other data collection procedures.

Updates computer data files with a wide variety of student information as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's Degree or equivalent, including:

- (1) Course work or comparable training in administration of specific assessment instruments and observation techniques.
- (2) Competency in the administration, scoring and written reports for specific assessment instruments and observation techniques.
- (3) Competency/fluency in a language other than English.

CERTIFICATES, LICENSES, REGISTRATIONS

The WCSD Special Education Department will determine a competency certification process to be implemented. Certificate(s) can be obtained within the district after completing a competency

based evaluation from designated district personnel. WCSD may choose to outsource training and competency certification to an outside reputable and approved agency (USBE, etc.).

A list of tests/procedures the SPED Bilingual Assessment Technician is qualified to administer will be maintained by the Special Education Director.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is moderate.

Prepared By: Special Education Director		Date: 08/01/2006	
Approved By: Executive Director, Human Resources		Date: 08/22/2006	
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Special Education Director	Date: 06/02/2021
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	