



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Human Resources Department**

**CLASSIFICATION AND  
 POSITION DESCRIPTION**

TITLE:	<b>Adult Program English Language (EL) Examiner</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Berkeley Adult School</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>11 months/Calendar 5019 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission		SALARY GRADE:	<b>Schedule: 56 Range: TBD</b>

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform specialized duties related to the orientation, assessment, and placement of English Language adult learners in the appropriate course level for the Adult Education Program of the Berkeley Unified School District.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Perform specialized duties related to the assessment, placement and test evaluation of English Language adult learners for the Adult Education Program
- Schedule and administer English Language assessment sessions in accordance with applicable Adult school program policies, statutes and codes; may use online meeting technology in the course of assigned work.
- Interview and may explain assessment instructions in language(s) other than English to adult learners to determine the appropriate English assessment
- Score, report and maintain accurate assessment records for reporting to Adult Program administration, teachers and adult learners; coordinate assigned software and online systems with Adult Education instructors as needed
- Admit and verify identity of adult learners participating in the English Language assessments
- Based on assessment results in reading, writing, listening and oral comprehension, assign adult learners to the appropriate English course level
- Ensure all relevant data collection is complete, accurate and filled out in an appropriate manner

- Enter adult learner demographic and/or test data into the appropriate computer or online system
- Informs the site administrator if any unusual events or irregularities taking place during assessment session; recommends a course of action in such circumstances
- Maintain the security of assessment and testing materials in accordance with Adult Program policies and procedures
- Upon return of testing materials, reviews materials for re-use or discards and/or shreds test materials no longer usable
- Prepare and proctor English Language assessment materials
- Perform administrative tasks in support of the Adult Program including responding to e-mails and phone inquiries and duplication materials
- Prepare and maintain inventories of all assessment materials
- May direct, train and monitor assessment proctors
- May prepare reports for the CA Department of Education and Adult Program administration in accordance with assigned duties; participate in related surveys as needed
- Attend and participate in meetings and conferences as assigned
- Operate office equipment including a copier, printer, recorder and computer and assigned software applications; drive a vehicle to various sites to conduct work
- May assist other student programs with translation and facilitation services as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Methods, practices and terminology used in Adult Program English Language assessment administration

Adult Program policies and objectives

District, Federal and State policy related to Adult Program English Language learners

Modern office practices, procedures and equipment

Technical aspects of Adult Program English Language assessment ~~and examination~~

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

Interpersonal skills using tact, patience and courtesy

Telephone techniques and etiquette

**ABILITY TO:**

Perform specialized duties related to the assessment, placement and test evaluation of English Language adult learners for the Adult Education Program

Provide for the continuous assessment of Adult Program English Language learners

Answer phones and greet visitors

Administer the coordination, preparation, distribution, collection and scoring of assessments Adult Program English Language learners

Work independently with minimum supervision

Interpret and apply laws, codes, rules and regulations

Operate a variety of office equipment including computer equipment

Keyboard and input data efficiently

Communicate effectively both orally and in writing

Establish and maintain effective working relationships with others

Develop and meet schedules and timelines

Complete work with many interruptions

**EDUCATION AND EXPERIENCE:**

Any combination of equivalent to: Associate degree in a related field and two years of increasingly responsible secretarial or administrative experience including some experience in Adult Program assessment activities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**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 pounds

See to read a variety of materials