



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

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

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, statues 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