



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 04-2025/26  
DOCUMENT NO. 02-2025/26  
DATED: 07/23/2025

**SPANISH TESTING EVALUATOR**

**DEPARTMENT/SITE:** Personnel Commission

**REPORTS TO:** Director - Classified Personnel

**SALARY SCHEDULE:** Supplemental Help

**SALARY RANGE:** \$32.00 Per Hour

**WORK YEAR:** Non-Contract

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Classified Personnel, the Spanish Testing Evaluator administers and evaluates Spanish language proficiency assessments for candidates applying to bilingual classified positions. The position ensures consistent, valid Spanish-speaking ability evaluation as required by job classifications throughout the District.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished by its specific role in assessing Spanish bilingual proficiency for employment qualification in classified positions. The role requires high-level bilingual fluency, experience with language assessment practices, and knowledge of the language demands of various job roles.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Administers oral and written Spanish language assessments to applicants for classified bilingual-designated positions.
- Assists in developing and refining testing materials to align with job-specific language requirements.
- Collaborates with Personnel Commission staff to schedule, score, and interpret Spanish language proficiency exams.
- Communicates evaluation results and performance feedback to Personnel Commission staff in accordance with established guidelines.
- Ensures assessment procedures are consistent, fair, and compliant with District policies.
- Maintains accurate and confidential records of testing outcomes and applicant performance.
- Scores written and oral exams using standardized rubrics and evaluative criteria.
- Supports the recruitment and hiring process by verifying bilingual competency through formal evaluation.
- Performs other related duties as assigned, which are related or logical in assignment to the position.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

*(At time of application)*

### **Knowledge of:**

- Correct oral and written usage of English and Spanish
- Spanish and English grammar, vocabulary, syntax, and language structures
- Techniques and tools used in language assessment and evaluation
- Employment testing protocols and confidentiality practices
- The linguistic requirements of various classified positions
- Cultural awareness and considerations when assessing language proficiency
- Computer usage and assigned software
- Operation of standard office equipment

### **Skills and Abilities to:**

- Communicate effectively in both Spanish and English, orally and in writing
- Prepare and maintain accurate records
- Objectively evaluate language proficiency using standardized methods
- Maintain neutrality and discretion in high-stakes evaluation settings
- Apply scoring rubrics consistently and provide objective recommendations
- Manage time and multiple testing schedules efficiently

## **RESPONSIBILITY:**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At the time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Associate's degree or higher is required. Coursework in linguistics, bilingual education, Spanish, or a related field is desirable.

### **EXPERIENCE REQUIRED:**

Four (4) years of experience in language instruction, bilingual testing, interpretation/translation, or a related role requiring Spanish/English fluency. Experience in a public school or governmental HR setting is preferred.

### **LICENSE(S) REQUIRED:**

- None

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
- Criminal Justice and FBI Fingerprint Clearance

- Negative TB test result plus periodic post-employment retest as required (currently every four years)

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is generally performed in an indoor office environment, requiring extensive sitting and some walking and standing
- Manual dexterity to operate a computer keyboard and handle paperwork in the office.
- Hearing and speaking to exchange information in person or on the telephone or online
- Visual acuity to see/read documents and the computer screen