

Madera Unified School District Classified Job Description

Test Administrator-~~CELDT Testing~~ (Supplemental Help)

Purpose Statement

Test Administrator supports the educational process by administering the State Required California English Language Development Test (~~CELDT~~) to limited English proficient students in grades K-12 in the skills of listening, reading, speaking, and writing in English. A Limited English Proficient student, is a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English (as per Education Code 306[a]).

This job reports to the Director of Curriculum, Instruction & Assessment

Essential Functions

- Follows proper administration procedures of all sections (listening, speaking, reading, and writing) of the ~~CELDT~~ testing.
- Maintains the security of the test materials.
- Administers individual and group testing.
- Performs other related duties as assigned.
- Participate in ~~trainings for CELDT~~ Test Administrator training(s).
- Must travel from various school sites within the District.
- Proficient speaker of English (e.g. have complete command of pronunciation, intonation, and fluency, and the ability to correctly pronounce the full range of American English phonemes).

Job Requirements:

Knowledge and Abilities

KNOWLEDGE OF: Complete command of English pronunciations, intonations, and fluency, correct oral and written usage of English, current office practices, procedures and equipment; accurate record-keeping techniques; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette; site operations, procedures, specific rules and precedents of the District and office; appropriate cultural backgrounds.

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ABILITY TO : Have complete command of English pronunciation, intonation, and fluency; correctly pronounce full range of American English phonemes accurately maintain records and prepare reports; operate a computer to enter data, maintain records and generate reports; maintain cooperative and effective relationships with a diverse range of people; work independently with little direction; understand and work within scope of authority; plan prioritize and organize work to meet schedules and timelines; communicate, understand and follow both oral and written directions effectively; learn new or updated computer systems/software programs to apply to current work; communicate using patience and courtesy in a manner that reflects positively on the organization; apply integrity and trust in all situations; actively participate in meeting District goals and outcomes; learn district organization, operations, policies, objectives and goals.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: Two years of successful experience working with students in the areas of examination and testing, tutoring, teaching, training or counseling.

Education: Bachelor degree in one of the following, English Literature, Child Development, Teaching, Counseling, Social Work or related field is required.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands (A)

FLSA Status

Non exempt

Approval Date

Salary Range