

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: SPECIAL EDUCATION-BILINGUAL TESTING FACILITATOR/INTERPRETER**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, facilitates communication between district staff including teachers, psychologists, and speech/language pathologists and Spanish-speaking parents of children qualifying for special education services; performs a variety of duties in support of the bilingual testing of students; translates communications between personnel and non-English speaking parents and members of the community; interviews parents of preschoolers to gather appropriate information for special education intake questionnaires and survey forms for adaptive behavior scales for children with diagnosed with one or more program qualifying disabilities; attends meetings, interprets and collaborates with staff related to test results, student needs, and progress.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Administers language surveys and assessments to students in pre-K through 8th grade in both English and Spanish.

Administers various evaluation protocols including parent checklists for development, behavior, language, and educational background. under the supervision of Psychologist or Speech Language Pathologist.

Assists in coordination of IEP meetings with Spanish-speaking parents.

Assists with notification of test results for initial and annual assessments.

Communicates with teachers, parents, administrators and staff to exchange information and resolve issue or concerns related to student progress, language abilities, assessment results and assigned activities.

Facilitates communication with Spanish-speaking families to provide information regarding the Special Education procedures related to enrollment, health, attendance, and recommendations from the school staff.

Interviews parents and completes questionnaires and surveys to gather information related to the child's strongest language such as primary vs. secondary language, communication skills, school readiness, daily living skills, gross and fine motor skills, social development, and maladaptive behavior.

Maintains current knowledge of program rules, regulations, requirements and restrictions.

Operates a variety of office equipment including a copier, computer and assigned software; drives a vehicle to conduct work.

Performs a variety of clerical duties related to assigned activities such as duplicating materials, inputting data into an assigned computer system and processing forms and applications.

Performs a variety of duties in support of the bilingual testing of students; assures organizational compliance with federal, State and local guidelines, laws, regulations and procedures related to bilingual special education students.

Prepares and maintains a variety of records, logs and reports related to student information, test results and assigned activities; establishes and maintains student files.

Prepares and maintains detailed log of outcomes and assists with monitoring timelines for assessments; provides information to parents of referred preschool children on community resources; makes referrals and provides referral files to Case Managers.

Provides bilingual testing functions and assistance to district staff regarding assessments and information pertaining to communication to bilingual parents of special needs' students.

Provides interpretation for staff and parents at IEPs, ARPs, and SARBs meetings.

Serves as an interpreter for parent conferences and telephone calls as needed; assists personnel in communicating with non-English speaking parents to discuss concerns and needs.

##### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second language.  
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.  
Bilingual proficiency and advanced ability to translate and interpret English and Spanish in both written and verbal form, and use correct grammar, punctuation and spelling in primary and target language.  
Basic practices and procedures involved in the administration of assessment tests.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Modern office practices, procedures and equipment.  
Social and educational problems of children who are learning English.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Testing procedures and appropriate student conduct.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Basic mathematics.

**ABILITY TO:**

Perform a variety of duties in support of the standardized testing of students.  
Prepare, administer and score language assessment and initial placement examinations required for limited or non-English speaking students.  
Read, write, translate and interpret English and a designated second language.  
Learn organizational language assessment tests and grading procedures.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written instructions.  
Operate a computer and assigned software.  
Meet schedules and time lines.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and some experience working with students in an educational or organized learning environment. Experience working with special needs students is desirable.  
Incumbents must meet requirements specified under Every Student Succeeds Act (ESSA).  
Special Qualifications Every Student Succeeds Act (ESSA) are as follows:

- Completed at least 48 units at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's Job Related Proficiency Test.  
Valid California Class C Driver's License.  
Incumbents must be able to take and pass the proficiency test in English and a designated second language.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.

Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders or horizontally.

HAZARDS:  
Traffic hazards.

**FLSA Status**

Non Exempt

**Approval Date**

3/22/10, 09/28/17

**Salary Range**

Class 34