

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LANGUAGE ASSESSMENT PROCTOR- Tier I/Tier II

BASIC FUNCTION:

Under the direction of an assigned supervisor, assess students taking written, oral or performance examinations; execute written and verbal information/translations for parents and District staff; and prepare and maintain student profile folders as assigned.

DISTINGUISHING CHARACTERISTICS:

Tier II incumbents have proven proficiency in English and at least one additional foreign language. Tier II incumbents provide oral and written interpretive translations. Tier I incumbents proctor examinations without the use of foreign language skills (English Only).

REPRESENTATIVE DUTIES:

Perform assessment of student eligibility for taking an examination according to assigned guidelines. *E*

Arrange for appropriate seating at examination site. *E*

Provide support to parents in completion of required paperwork. *E*

Distribute pencils, examination booklets and answer booklets, and other testing materials. *E*

Maintain confidentiality and test security at all times. *E*

Provide accurate instructions to students and parents related to Language Assessment processes. *E*

Visually monitor applicants and students during examination process. *E*

Monitor the allotted time and provide prompts at established intervals. *E*

Assist with scoring and calculating scores for examinations. *E*

Provide feedback and recommendations regarding the proctoring of examinations. *E*

Provide accurate verbal and written translations for individuals and groups. *E*

Prepare a variety of forms in English and other languages. *E*

Participate in meetings and in-service training programs as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Monitoring groups of up to 30 students and/or parents.

Proctoring and scoring examinations.

Interpersonal skills using tact, patience, and courtesy.

Basic record-keeping techniques.

Proficiency in foreign language, orally and written. (Tier II only)

ABILITY TO:

Provide translation (Tier II only) and assistance to limited and non-English speaking students and parents.

Understand and follow oral and written directions.

Meet schedules and timelines.

Work cooperatively with others.

Communicate effectively both orally and in writing.

Speak clearly in English and an appropriate foreign language.

Perform routine clerical duties in support of the Language Assessment Department.

Print and write legibly.

Add, subtract, multiply, and divide quickly and accurately.

Apply and explain policies and procedures related to testing and student programs.

Maintain confidentiality and test security.

Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, experience as a translator or interpreter, and working with children whose primary language is not English.

LICENSES AND OTHER REQUIREMENTS:

Positions in this class are required to speak, read, and write a second designated language.(Tier II only)
Successful completion of the District's competency tests in reading, writing, and mathematics is required before employment. (Tier I/Tier II)

WORKING CONDITIONS:

ENVIRONMENT:

Classroom/meeting room or office environment.

PHYSICAL ABILITIES:

Bending, pushing, moving and lifting objects weighing up to 40 pounds. Seeing to monitor student and/or adult behavior during testing, hearing and speaking to exchange information related to testing and district programs and procedures, bending at the waist, kneeling, and standing and walking for extended periods of time.