

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: LEAD LANGUAGE ASSESSOR

QUALIFICATIONS:

1. High school diploma; related college training desirable
2. Ability to fluently speak, read and write English and a local community non-English language
3. Ability to prioritize and supervise work of others
4. Skill and accuracy in oral and written expression
5. Ability to work effectively with staff, students and public; ability to respect confidential matters
6. Ability to follow oral and written directions
7. Valid driver's license and personal car for use on district business

REPORTS TO: Administrator as assigned

JOB GOAL: To contribute to department's effective operation by coordinating students languages assessment activities

PERFORMANCE RESPONSIBILITIES:

1. Schedules and coordinates district-wide language assessment activities
2. Trains and assists language assessors
3. Administers and scores language assessment tests
4. Maintains records and prepares reports as required
5. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 10

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

08/00