

JOB DESCRIPTION
Nogales Unified School District #1

CLERK COMPLIANCE ASSOCIATE

Purpose Statement:

The job of CLERK COMPLIANCE ASSOCIATE is done for the purpose/s of assisting in the assessment process of students as required by state statute; scoring state required assessments in reading, writing, oral and listening with state required ELL assessment, documenting information on student's proficiency in English. .

This job reports to SUPERVISOR ELL

Essential Functions

- Administers tests (state required ELL assessment) to referred students (e.g. grades tests/scores assessments, completes student demographic information in ELL assessment, prepares PNL's,) for the purpose of assessing proficiency in English skills (oral and written) and/or other academic subjects that will assist teacher, psychologists and other professionals in appropriate class placement and/or program eligibility.
- Assesses all students (e.g. monitoring and assessment of new enrollments and required re-evaluations) for the purpose of reviewing their language proficiency.
- Fills out documents (e.g. parent notification letters to include bilingual rapid reports and parent bilingual explanation of PNL form, correspondence, notification of reclassification to include parent bilingual explanation of form, ELL data spreadsheets to include assessment scheduling, state/federal reporting, ELL and FEP AIMS Data, ELL Rosters with proficiency levels, memorandum, reports, etc.) for the purpose of communicating information to school and district personnel, state officials, parents, etc.
- Maintains inventory of test material for the purpose of ensuring availability of material as needed.
- Prepares monitoring documentation of ELL and FEP students for teachers to complete (e.g. written individual compensatory plan for underperforming ELL students, FEP 2 year monitoring form for two years for students exiting the ELL Program to be used by ELL coordinator, Administration and Teachers) for the purpose of providing written support, developing recommendations and/or conveying information in accordance with established guidelines.
- Reviews and prepares student compliance files in cumulative folders (e.g. create ELL cum files for all ELL students/new enrollments, audits ELL cum files for compliance and for verification of home language surveys) for the purpose of ensuring compliance information is in the record.
- Schedules student tests (e.g. assessment scheduling) for the purpose of evaluating students in accordance with state requirements.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities for ELL student programs.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments, operating standard office equipment/software, English written and oral fluency, work with adults and children.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: bilingual (English/Spanish (reading, writing, speaking) required, computer operation/skills

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team, working with flexible work sch-overtime may be required.

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 may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 2