

## **INSTRUCTIONAL ASSISTANT-LANGUAGE ASSESSMENT CENTER**

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### **Purpose Statement:**

The job of Instructional Assistant-Language Assessment Center is done for the purpose/s of working with individual and/or small groups of students under the supervision of the Coordinator of Educational Services in testing and the assessment of students; and providing clerical support.

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### **Essential Functions**

- Assists students, individually or in small groups, with test assignments for the purpose of assessing students' language abilities.
- Distributes assessment materials for the purpose of providing students with necessary items.
- Implements testing and assessment plans for the purpose of evaluating student language proficiency.
- Maintains equipment, work area, students files/records (e.g. cleaning work area, taking attendance, scoring assessments, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual and/or groups of students in the Needs Assessment Center for the purpose of providing a safe and positive testing environment.
- Performs record keeping and clerical functions for the purpose of maintaining necessary records/materials.
- Promotes good habits for the purpose of improving the quality of students outcome and encouraging student development.

### **Other Functions**

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

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, non-technical tasks. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

**ABILITY** is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, setting priorities; working as part of a team; and working with constant interruptions. Ability to work with a diversity of students whose primary language may be other than English.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the Organization's services.

## **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; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under a generally hazard free environment and in a clean atmosphere.

**Experience** Job related experience is desired.

**Education** High School diploma or equivalent.

## **Required Testing**

Proficiency Exam  
Pre-Employment Drug Screening  
Pre-Placement Physical Exam

## **Continuing Educ. / Training**

None Specified

## **Certificates & Licenses**

None Specified

## **Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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## **FLSA Status**

Non Exempt

## **Approval Date**

5/25/2005

## **Salary Grade**

Clafd 16