



Sequoia Union High School District

Job Description

JOB TITLE:	ABE/ESL Program Associate - Bilingual
REPORTS TO:	Chief Operations Manager
CLASSIFICATION:	Classified – OT&P
SALARY SCHEDULE:	11.5
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Adult School
BOARD APPROVAL:	11/5/97

DEFINITION

Under general supervision, to test, place and register students for English as a Second Language (ESL) and Adult Basic Education (ABE) programs; to provide information and assistance to the public regarding Adult School programs; to perform a variety of clerical tasks; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification. Under general supervision, incumbents exercise independent judgment within the framework of established policies and procedures. This class requires full proficiency (reading, writing and speaking) in both English and a targeted language, and requires extensive public interaction regarding assigned program areas.

EXAMPLES OF DUTIES

- Administers and scores standardized oral and written tests; places and registers students in appropriate classes;
- Answers inquiries and provides assistance to the public regarding the adult school programs and procedures; acts as liaison/resource person for assigned area(s); may contact or refer students to other community or educational agencies, programs and resources;
- Develops and maintains files containing a variety of records;
- Interprets and translates for staff and students, both orally and in writing;
- Orders, stores and issues supplies and materials; maintains inventory of instructional materials;
- Responds to emergency requests and situations in the absence of supervisor or when needed;
- Answers telephone, performs photocopying and filing, sorts and distributes mail, operates a variety of office equipment, and performs related clerical tasks in support of assigned functions.

QUALIFICATIONS

Knowledge of:

- Applicable laws, codes, regulations and policies.
- General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.
- Basic principles of interviewing and testing.

Skill in:

- Clearly and correctly writing, reading and speaking in both English and a targeted language.
- Working independently and using sound judgment within the framework of policies, procedures and guidelines.
- Interacting effectively with a diverse public.
- Performing routine clerical work and operating standard office equipment including computers.
- Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).
- Establishing and maintaining effective working relationships with those contacted in the course of work.

A typical way of acquiring the required knowledge, skills and abilities might be:

- Equivalent to graduation from high school, with experience in clerical work involving contact with the public sufficient to have provided the required knowledge, skills and abilities.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to sit or otherwise remain stationary at work post for long periods of time.
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

OTHER REQUIREMENTS

May require willingness and ability to work evening hours as required.