

Language Proficiency Assessment Committee (LPAC) Clerk

Job Description



Job Title: LPAC Clerk

FLSA: Non-exempt

Reports to: Executive Director of Multilingual Services
and Campus Principal

Pay Grade: 2106B

Dept./School: Assigned Campuses

Calendar Days: 187

Revised: 5.20.21

Primary Purpose

To assist in completion and management of Language Proficiency Assessment Committee (LPAC) responsibilities

Qualifications

Education/Certification:

- High School diploma from an accredited high school or GED

Special Knowledge/Skills:

- Proficient keyboarding skills
- Effective organization, communication and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions
- Working knowledge of Excel, Google Sheets, Word, Google Docs, PowerPoint and Google Slides

Experience:

- Minimum three (3) years clerical experience preferred

Major Responsibilities and Duties

1. Perform data entry and maintain student information on the district's student information system and online LPAC platform
2. Maintain accurate records according to district policy
3. Demonstrate efficiency by assuming responsibilities, showing initiatives, and attending to details
4. Remain current with office procedures
5. Maintain a professional, cooperative and positive attitude
6. Demonstrate dependability and punctuality by exercising regular attendance and promptness
7. Maintain professional ethics and exercises self-control over actions and words with students, parents and staff members
8. Maintain student confidentiality

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9. Respond to inquiries from campus and district staff, as requested by the Multilingual Department
10. Assist the LPAC with filing and maintaining English Learner (EL) folder documentation and record keeping of students as requested by the Multilingual Department
11. Assist LPAC Administrators in coordinating, administering OLPT testing and other assessments as required for EL students as requested by the Multilingual Department
12. Assist in entering and retrieving LPAC information in the district data management systems
13. Run reports upon request
14. Participate in all professional training activities as required by the Multilingual Department
15. Communicate with school districts and acquires all relevant documentation (e.g., school records and assessment data) needed to complete the LPAC process
16. Prepare LPAC documentation for local audits and maintains auditable LPAC folders as directed
17. Comply with district policies, as well as state and federal laws and regulations
18. Follow district and building policies and safety policies and procedures
19. Perform all duties as assigned by the supervising Multilingual Program Director

Evaluation

The LPAC Clerk's evaluation is a responsibility resting with the Executive Director of Multilingual Services. An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion: Moderate walking, repetitive hand motions

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

*This position is funded by Federal/and or State grants, you understand that your employment is expressly conditioned on the availability of full funding for the position. If full funding become unavailable, the position is subject to termination, nonrenewal, or reassignment as applicable, based on experience and/or certifications.