

Job Title: CLERK, RECORD LPAC
Reports to: Coordinator of Bilingual/ESL Education
Dept/School: Bilingual
Wage/Hour Status: Non-exempt
Date Revised: June 15, 2020

Primary Purpose

Compiles all assessment, documentation and classification data for Bilingual/ ESL students in the district.

QUALIFICATIONS

Education

High school diploma or GED

Special Knowledge/Skills

Proficient in typing/word processing (minimum 35 WPM) and file maintenance skills
Effective communication and interpersonal skills
Ability to use personal computer and software
Strong organizational skills
Ability to perform basic arithmetic calculations
Effective oral communication in English and Spanish
Proper Telephone Etiquette

Experience

One to two years clerical file maintenance experience, keyboard and data entry skills.

MAJOR AND DUTIES RESPONSIBILITIES

1. Maintain files and rosters of all Bilingual/ESL students in the district.
2. Compile data sheets per campus with assessment, documentation and classification data for every Bilingual/ESL student.
3. Provide updated information on program participants on a regular basis to Information Systems Department for PEIMS update.
4. Maintain accurate count of Bilingual/ESL students in the district.
5. Communicate regularly with campus contact person for information on Bilingual/ESL students.
6. In conjunction with the compliance coordinator, visits campuses to conduct folder audits to ensure all required documentation is in the student LPAC folder.
7. In conjunction with the compliance coordinator, conducts follow-up folder audits.
8. Responds to requests for information on specific students by campus staff.
9. Prepares and distribute all necessary forms to campuses.
10. Provides scores to central database of all oral language proficiency student tests.
11. Keeps data on students per campus current.
12. Assists in preparing materials and snacks for compliance training.
13. Performs other duties assigned by supervisor.
14. Maintains confidentiality of information.

- 15. Promotes good public relations through telephone courtesy.
- 16. In conjunction with the compliance coordinator, reviews and updates forms as necessary for Bilingual Program,
- 17. Assists in setup and take down of materials/equipment for training sessions.
- 18. Picks up materials purchased locally at vendor/district warehouse and picks up and/or delivers materials to campuses within the district whenever necessary.

Supervisory duties

None

EQUIPMENT USED

Computer/Word Processor/LOTUS 1-2-3
 Xerox Memory writer 6045/Word Processor
 10-Key Calculator by touch.
 Copy Machine/Mimeograph
 IBM Wheel writer System Typewriter
 Telephone System
 Laminator

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, stooping, bending and reaching. Occasional lifting and moving of moderate to heavy boxes. Repetitive hand motions. Work with frequent interruptions, and maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____