



JOB DESCRIPTION
ELL Compliance Data Processor

JOB DESCRIPTION:

The ELL Compliance Data Processor under the direct supervision of the Bilingual/ESL Administrative Coordinator, is responsible for assessing, placing and collecting data for English Language Learners (ELL).

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three or more years of successful paraprofessional experience
- Valid Texas Driver's License and proof of insurance on vehicle used to travel in district

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must be eligible for state certification (required if hired)

KNOWLEDGE / SKILLS / ABILITIES:

- Fully Bilingual ability to read and write in both languages (English and Spanish)
- Excellent computer skills (database experience a plus)
- Excellent communication and interpersonal skills
- Detail oriented with all data

DUTIES AND RESPONSIBILITIES:

1. Assess all ELL's students for placement.
2. Enter in the database, ELL compliance data, previous and current school permanent record information including the following forms and assessments: Home Language Surveys; TAKS results: TELPAS; RPTe; TOP; LAT; Exemption History and Immigrant History.
3. Contacts Bilingual/ESL campuses data clerks and LPAC coordinators regarding ELL's error reports.
4. Makes needed corrections to the ELL screen.
5. Understands how to collect, appropriately file, and verify all Language Proficiency Committee (LPAC) forms in the student's ELL's files.
6. Accurately enters, maintains and/or verifies confidential ELL student information from LPAC forms into the mainframe system.
7. Trains campus staff how to accurately enter information into the ELL's screen.
8. Maintains electronic inventory of all ELL's files.
9. Serves as compliance assistant for the Bilingual/ESL office.
10. Travels to school when necessary for training or testing.
11. Attends Board Meetings when required.
12. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbal and written), instruct, read, understand verbal instructions, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry heavy loads (45 pounds or more), hear, maintain visual acuity, speak, kneel, crouch, stoop, push and pull. Regular heavy lifting of students. Biological exposure to bacteria and communicable diseases.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 6

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 28, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.