



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**LANGUAGE AND LITERACY TECHNICIAN**

**DEPARTMENT/SITE:** Language and Literacy

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 23

**WORK CALENDAR:** 211 Days

**REPORTS TO:** Director of Language and Literacy

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Language and Literacy, the Language and Literacy Technician inputs student data to meet Language and Literacy program requirements and provides general clerical support. The incumbents in this classification provide the school community with accurate and up-to-date student information which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Answers the telephone and provides support to school site administrators for English Learner students.
- Assists in correcting errors and investigates that information is properly submitted for accuracy with student placement and data reports.
- Attends department and district in-service meetings, workshops, trainings, and/or seminars as assigned to convey or gather information required to perform job duties.
- Communicates with school offices to obtain information from office staff and administration to correct errors in AIM/Aeries reports.
- Contacts other districts to obtain or receive information on incoming and outgoing students
- Ensures all documentation is submitted and processed, and all required meetings and paperwork is completed.
- Identifies and codes students in Aeries to ensure accuracy of demographic info.
- Maintains a variety of confidential and non-confidential electronic files, records, assessments, data import and exports for several types of reports.
- Maintains confidentiality of sensitive employee and student information.
- Performs data entry including demographics for students and their scores for ELPAC and CELDT to identify students for services.
- Performs general clerical functions (e.g., faxing, scanning, copying, filing) to support the office.
- Runs reports to ensure proper student information is entered.
- Runs custom queries for English learners in response to management concerns and ensure all issues are resolved promptly.
- Support student data collection specifically required for CALPADS, Illuminate, Ellevation, and Aeries.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and/or ratios
- English usage, grammar, punctuation and spelling
- Common office equipment
- Current office methods and practices
- Computer usage, including pertinent software applications
- Customer service principles and practices

### **Skills and Abilities to:**

- Prepare and maintain accurate records
- Train others
- Understand multi-step written and oral written procedures
- Gather, collate, and/or classify data
- Work with a diverse group of individuals in a variety of circumstances
- Solve problems effectively
- Establish and maintain effective working relationships
- Work as part of a team
- Read, write, and communicate clearly in both English and a second language (usually Spanish) may be required
- Be attentive to detail
- Adapt to changing work priorities
- Meet schedules/deadlines
- Organize work effectively
- Provide quality customer service

## **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

High School diploma or equivalent.

### **EXPERIENCE REQUIRED:**

Two (2) years of clerical experience in an office environment.

### **LICENSE(S) REQUIRED:**

- None required.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance

- Negative TB test result plus periodic post-employment retest as required (currently every four years)
- Pre-employment physical exam A through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is performed in an indoor office environment, requiring extensive sitting, and some standing and walking
- Moderate lifting, carrying, pushing, and/or pulling of boxes and files
- Stooping, kneeling, crouching, and/or crawling to access files
- Manual dexterity to operate a computer keyboard and other office equipment, handle files and documents
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen