

DIVISION OF BILINGUAL MULTICULTURAL EDUCATION
LAU COMPLIANCE - LANGUAGE PROFICIENCY ASSESSOR

TITLE: **Lau Compliance Language Proficiency Assessor (TS1) Job Code: 5105**
Work Days: 191

REPORTS TO: Director, Division of Bilingual Multicultural Education

BASIC FUNCTION:

To Administer the WAPT and enroll ELL students in MPS in the appropriate bilingual and/or ESL program(s). To assist the director of the Division of Bilingual Multicultural Education in providing ELL information to Central Services divisions and departments, principals and teachers, as well as to DPI for compliance reports, and administer district wide ACCESS test.

MAJOR RESPONSIBILITIES:

- To conduct initial interview and language assessment for appropriate Bilingual and/or ESL school placement.
- To place ELLs and assess for English language proficiency.
- To travel to schools to test students during the entire school year as well as during the ACCESS Testing Window.
- To generate school enrollment reports throughout the year as needed.
- To input ELL student placements in ESIS and SAP.
- Work collaboratively with Special Education for appropriate program placement.
- To monitor ELL students in MPS; i.e., to obtain parental refusals if not in a program, offer a transfer to a school with a program, etc.
- To work collaboratively in situations where ELL placements are not clear.
- To be responsible for the state report entitled “Survey of Limited-English Speaking Students”, and other various State and /or OCR reports. To assist the ESL and bilingual curriculum specialists in gathering information for the refugee/foreign born census report.
- Provide inservice trainings to ESL staff to enable them to administer the WAPT and/or ACCESS collaboratively with the ESL Curriculum Specialist.
- Input districts WAPT screening result in ESIS and language levels.
- Network with the department of Technology for data computer programs for ELLs.
- Work with non-public schools in addition to public schools in matters of English language assessments for ELLs.
- To perform other related duties as assigned.
- Monitor and correct all ELL information for 3rd Friday Count in ISES and WSLs
- ACCESS database clean up for labels and test data
- Monitor the database for Title III Schools for ACCESS Testing.

QUALIFICATIONS:

- **Wisconsin Public Instruction Certification or Teaching License.**
- **Minimum of 3 years of successful teaching experience.**
- **Proficient in working with ESIS and SAP Programs of MPS.**
- **Strong organizational skills.**
- **Strong Communication skills.**
- **Strong Interpersonal skills.**
- **Knowledge and/or experience of working with English language learners and/or second language acquisition.**

- **Knowledgeable of other MPS computer programs such as SAP, TRIP, warehouse, micro-soft, data bases, spreadsheets, ISES, WSLs etc.**

Budget Code: BES – 0 – 0 – BIL – BI – ESTC

Revised 5/24/13