



JOB TITLE: Analyst: ELL (English Language Learners)

JOB SUMMARY: Under the supervision of the Instructional Support Services Director and Assistant Superintendent of Educational Services, the English Language Learner (ELL) Analyst performs administrative duties that include maintaining the EL data for the district, meeting testing deadlines and supporting compliance within the district. The position requires frequent interaction, training and coordination with district and site personnel, and local and state agencies, answering questions and providing support regarding English Language Learners, Migrant Program families, Spanish Speaking students and families and ELPAC and CAASPP testing.

REQUIRED QUALIFICATIONS (Education and Experience):

- High School Diploma or equivalent
- Ability to read, write and speak Spanish in a fluent manner.
- Attention to detail, accuracy, and timelines.
- Completion of a course in secretarial skills is desirable.
- Three years of increasingly responsible secretarial experience requiring frequent contact with the public, preferably including experience in a school district.

ABILITY TO:

- Meet frequent deadlines as they pertain to ELPAC and CAASPP testing for EL students.
- Successfully use technology that is available throughout the district, specifically Aeries, CALPADS, SEIS, MSIN and Excel.
- Work independently.
- Operate standard office equipment.
- Maintain cooperative working relationships with those contacted in the course of work.
- Foster relationships with DELAC parents.

DUTIES AND RESPONSIBILITIES:

- Maintains District databases for EL, Migrant Ed, and Home Language Survey program records in compliance with state, federal and county guidelines as well as district policies.
- Compiles and prepares reports for sites and District, as well as state, local and federal agencies.
- Assists with the coordination of DELAC meetings by creating the agenda, recording minutes and assisting with DELAC parent officer training, CAFE conferences, and providing support to parents.
- Ensures all ELPAC scores are received and entered in Aeries (coordinates with District Data Manager) in a timely manner.
- Maintains and tracks necessary information for test settings, embedded and non-embedded supports for EL and Special Ed students for both CAASPP and ELPAC as needed.
- Maintains close communication and working relationship with district personnel as related to ELPAC testing, and results.
- Assists telephone callers and visitors by answering routine inquiries, providing departmental information, or directing callers to an appropriate staff member; explains EL policies and procedures.

- Promotes a positive relationship with staff, parents, and the community.
- Provides support to the school site staff using discretion with frequent sensitive student issues.
- Facilitate the translation of IEPs in SEIS, OT, Speech, and Psychology reports with Bilingual Liaisons.
- Ensures all Migrant Education students are documented, and program records appropriately updated and maintained in Aeries (coordinates with Migrant Education staff at county level).
- Verify language acquisition status of all incoming EL students in CALPADS to ensure accuracy.
- Assists in oversight of student records of incoming students as they pertain to language status, fluency, and acquisition.
- Assists administrator during all phases of Compliance Reviews
- Facilitate ELPAC and CAASPP results and letters to all families of EL students within the district.
- Maintains awareness of and compliance with federal and state regulations regarding EL services for students.
- Prepare lists and reports of required testing support for EL students.
- Assist in entering ELPAC test records from other schools in and out of county/state.
- Obtain, compile, and maintain data on EL students for the Director of ISS and other district administration as requested.
- Monitor the US < 3-year Demographic field.
- Manage TOMS as LEA ELPAC and CAASPP Coordinator, including assigning roles and providing TOMS one on one training to ELPAC Coordinators and Examiners
- Oversee and Coordinate Moodle Training for the Initial, Summative and Alternate ELPAC, CAA and CAASPP, assign access key and Monitor Completion Certificates.
- Provide ELPAC Site Coordinators and ELPAC Examiner testing support.
- Train and Support Bilingual Liaisons with initial training and one on one training, including SEIS training
- Administer and score District Bilingual Test for bilingual positions/stipends.
- Completes the LEA Certification- Initial ELPAC, Alternate ELPAC Initial and Summative, Summative ELPAC and CAA
- Oversee the translations of Special Education Reports with the assistance of Bilingual Family Liaisons to ensure accuracy of translations.

WORKING HOURS AND PERIOD: Unless otherwise provided in the collective bargaining agreement between the Konocti Unified School District and the member representing group, the holidays, vacations, sick leave, lunch period, and breaks are provided by law.

ESSENTIAL PHYSICAL REQUIREMENTS: Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom	=	Less than 25%	3	Often	=	51-75%
2	Occasional	=	25%-50%	4	Very Frequent	=	76% and above

4	a. Ability to work at a desk, conference table or in meetings of various configurations.
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4	b. Ability to stand and circulate for extended periods of time.
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter.
4	d. Ability to hear and understand speech at normal levels.
4	e. Ability to communicate so others will be able to clearly understand normal conversation.
1	f. Ability to bend and twist, kneel, and stoop, run and crawl.
4	g. Ability to reach in all directions.
2	h. Ability to lift 25 pounds.
1	i. Ability to carry 50 pounds.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

WORK CALENDAR: 12 Month (261 Day)

SALARY: Range 11 on Classified Salary Schedule

Board Approved: 05/07/2025

Konocti Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, gender information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Compliance Officer
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