

<b>Job Title:</b>	Lead LPAC Clerk	<b>Wage/Hour Status:</b>	Hourly
<b>Reports to:</b>	Director Connecting Languages	<b>Pay Grade:</b>	306
<b>Dept. /School:</b>	Connecting Languages	<b>Date Revised:</b>	July 24, 2023

**Primary Purpose**

Assist the Director Connecting Languages with District-wide Emergent Bilingual (EB) documentation, record keeping, and Language Proficiency Assessment Committee (LPAC) processes, procedures, and training; and parental engagement as related to EB students.

**Qualifications****Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

**Special Knowledge/Skills**

- Passing score on the District's clerical SET test
- Command of Language Proficiency Assessment Committee (LPAC) procedures and compliance requirements
- Proficient in MS Word, Excel, and e-mail
- Strong organization, communication and public relations, and interpersonal skills
- Ability to multitask

**Experience**

Four (4) years related experience

**Major Responsibilities and Duties**

1. Provide clerical support to EB Compliance Coordinator.
2. Serve as a mentor for new campus LPAC Clerks/Paras.
3. Conduct audits of campus LPAC documents in the student's cumulative records such as, but not limited to: Home Language Survey, Bilingual/ESL/Dual Language Permission Letter, English/Spanish Oral Language Proficiency Test (OLPT), student assessment data, monitoring forms and end of year review documentation.
4. Collaborate with District and campus PEIMS Clerks to ensure accurate coding of EB students.
5. Collaborate with campus administration to verify PEIMS EB coding with campus administration, as assigned.
6. Maintain and update the District LPAC Procedures Manual/LPAC Timeline in accordance with federal, state and District policies.
7. Provide guidance and support to LPAC Administrators regarding LPAC procedures and program compliance.
8. Communicate and collaborate with District-level compliance clerk.
9. Complete and file timely submission of all EB documents.
10. Follow processes in accordance with the LPAC manual for identification, placement, and review of all EB students, within PEIMS and District timelines.
11. Serve as a District-level liaison between the district and parents of EB students.
12. Host and conduct meetings and presentations for parents of EB students individually or in collaboration with other District personnel and departments.
13. Attend mandatory staff development activities, as needed, to perform job functions and improve performance.
14. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

None

**Equipment Used**

Computers or laptops, printer, LCD projector, iPad or tablet, fax machine, copier, typewriter, and calculator

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Work with frequent interruptions and short deadlines, manage changing priorities, repetitive hand motions, prolonged use of computer

**Terms of Employment**

221 days; hourly rate to be established by the Board of Trustees

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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.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

*I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.*

*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.*

*Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.