

<b>Job Title:</b>	Program Screener	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Connecting Languages	<b>Pay Grade:</b>	101
<b>Dept/School:</b>	Connecting Languages	<b>Date Revised:</b>	October 28, 2024

### **Primary Purpose**

The Program Screener is primarily responsible for student testing procedures, student screening, and data entry. The Program Screener will coordinate, schedule, maintain and report screening and testing for identification and participation for Special Programs. This position will support coordinators, clerks, and facilitators throughout the District, with screening and testing implementation, documentation and reports.

### **Qualifications**

#### **Education/Certification**

Bachelor's Degree

#### **Special Knowledge/Skills**

- Strong organization, communication, and interpersonal skills
- Proficient computer technology skills
- Effective time-management skills
- Knowledge of state mandated test procedures
- Understanding of state guidance in the areas of Bilingual Education/ESL

#### **Experience**

Three (3) years experience in academic or instructional setting

### **Major Responsibilities and Duties**

#### **Instructional Management**

1. Administer state mandated testing and screening procedures to students for initial placement and review.
2. Assist District staff to plan and organize the delivery, documentation and reporting of screening and program assessments with a focus on English Learner assessments.
3. Keep informed on the latest trends, requirements and development in screening and assessment.
4. Employ the use of technology in screening and assessment.
5. Establish and maintain open lines of communication with campus staff
6. Maintain accurate records as required by TEA and agreements with other state agencies.
7. Uphold TEA regulations regarding confidentiality of testing/evaluation instruments.
8. Adhere to local, state, federal guidance, regulations and policies.

#### **Professional Development**

9. Participate in language proficiency testing requirements of the test publisher.
10. Attend and participate professional development in order to ensure accuracy with TEA's testing, state compliance requirements, updates and standards.
11. Attend and participate staff meetings as required.

#### **Personnel Management**

12. Assist with the selection and assignment of personnel.
13. Coordinate, schedule and monitor additional program screeners as needed.
14. Perform other duties as assigned by supervisor.

### **Physical and Mental Job Requirements**

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

Maintain emotional control under stress; frequent standing, stooping, bending, kneeling; frequent prolonged and irregular hours. Some traveling within District, Region 19 area and out of town.

**Terms of Employment**

221 days; salary 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: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.