

Job Title: SCE Clerk 1 LPAC

Wage/Hour Status: Non-Exempt

Reports to: Principal

Pay Grade: 303

Dept/School: Assigned Location

Date Revised: November 22, 2024

Primary Purpose

Assist the principal with Limited English Proficient (LEP) documentation and record keeping, Language Proficiency Assessment Committee (LPAC) processes and procedures, and parental engagement as related to LEP students.

Qualifications

Education/Certification

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

Special Knowledge/Skills

- Passing scores on the District's clerical test
- Strong organization, communication and public relations, and interpersonal skills
- Knowledge of computers and software applications
- Ability to multitask

Experience

Two (2) years related experience.

Major Responsibilities and Duties

1. Work closely with campus LPAC Administrator.
2. Communicate and collaborate with District-level compliance clerk.
3. Complete and file timely submission of all Limited English Proficiency Education (LEP Ed) documents.
4. Follow processes in accordance with the LPAC manual for identification, placement, and review of all LEP Ed students, within PEIMS and District timelines.
5. Collaborate with PEIMS Clerk to assure accurate coding of SCE/LEP Ed students.
6. Assist in scheduling and preparation of testing and LPAC meetings for LEP Ed/SCE students.
7. Serve as a liaison between the school and parents of LEP students.
8. Attend mandatory staff development activities, as needed, to perform job functions and improve performance.
9. Host and conduct meetings and presentations for parents of LEP students.
10. Print and verify PEIMS LEP coding with administration, as required.

Supervisory Responsibilities

None

Equipment Used

LAN computers or laptops, printer, 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, repetitive hand motions, and prolonged use of the computer.

Terms of Employment

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

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, 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.