DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title:	**Clerk LPAC**	**Wage/Hour Status:**	Non-Exempt
Reports to:	Bilingual ESL Coordinator	**Pay Grade:**	AS2
Dept. /School:	Early Childhood & Language Acquisition	**Date Revised:**	7/1/2026

Purpose: Receives, processes, and maintains LPAC files, obtains parental permissions as needed, and ensures eSchool ELL data is accurate.

Qualifications:

Education:

High school diploma or GED

Special Knowledge/Skills:

- Proficient keyboarding
- Processing
- File maintenance skills
- Ability to use personal computer and software
- Effective communication and interpersonal skills
- Strong organizational skills and attention to detail
- Ability to read, speak, and write in Spanish

Experience:

Two years clerical and/or file maintenance experience

Major Responsibilities and Duties:

- Provide on-site support to campuses and LPAC Specialist
- Assist with testing new-to-district students whose language is other than English
- Assist with testing students with norm referenced test, if needed
- Communicate with parents the services available through the BESL program that address their child's program placement and obtain signatures as needed
- Verify, revise, and maintain all BESL student records
- Verify students are placed and receiving appropriate services
- Communicate student progress to district BESL office
- Perform other tasks and assume such responsibilities as assigned
- Maintain confidentiality
- Computer
- Copier
- Fax
- Related office equipment

Supervisory Responsibilities:

- None

Mental Demands/Physical Demands/Environmental Factors:
Tools/Equipment Used: Standard office equipment including personal computer and peripherals; imaging equipment
Posture: Frequent walking, standing, bending/stooping, and reaching. Occasional pushing/pulling, and twisting
Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

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.

Employee Print Name _____

Employee Signature _____ Date _____