

STUDENT ASSESSMENT SPECIALIST

DEFINITION:

Under general supervision, organize, schedule, coordinate, administer and score a variety of assessment tests to students in order to assess basic skills in English, English as a Second Language (ESL), mathematics, financial aid and other college-related assessment issues and to perform related duties as required or assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification administering and coordinating testing and assessment of incoming students and others to support students and college counseling faculty and staff. This classification requires careful adherence to established testing standards to ensure validity and accuracy of results, but does not interpret results to students.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Coordinates, directs and performs required support for activities related to the testing and assessment of students, using standardized assessment instruments including computerized assessment tools.
- Schedules assessment administration in consultation with other areas including on-site and off-site testing entities and reserves appropriate campus facilities.
- Coordinates all Assessment Center activities.
- Schedules and publishes assessment testing dates and times.
- Updates and Maintains Assessment webpage
- Makes appointments for student testing and issues reminders.
- Must be knowledgeable of California State Chancellor's Office assessment regulations, policies, and procedures. Monitor changes in regulations and update policies and procedures to ensure compliance.
- In accordance with established standards and instructions; administer and proctor group testing sessions, verifies prerequisites and student identification, probationary or disqualified status as appropriate. Terminates exams for rule violations.
- Arranges for special testing procedures for students with special needs such as disabled or international students.
- Prepares test rosters.
- Personally administers standardized test instruments.
- Provides for computerized scoring of tests and the distribution of test result printouts to students.
- Coordinates work schedules for test administrators related to assessment.
- Supervises, trains, instructs in work procedures as related to assessment.
- Takes after hours calls to troubleshoots for test administrators.

- Acts as community liaison with coordination and supervision of testing: local high schools, educationally-related individual proctoring and ACT.
- Identifies assessment strategies, obtains and prepares instruments and materials for placement, ability to benefit and other assessment areas defined by the college and assessment field.
- Interprets assessment data, prepares annual assessment reports and effectively utilizes assessment results to improve academic programs.
- Consults with faculty, MIS, and administrative staff regarding assessment and matriculation activities.
- Attends assessment testing related conferences and consults with peers at other colleges.
- Assists in promoting various college programs and services.
- Orders and maintains a supply of testing materials.
- Regulates the testing budget.
- Completes expenditure requisitions.
- Enters and retrieves information using a personal or on-line computer.
- Performs multiple standard office support work, such as typing, filing, providing information in person and over the telephone, operating standard office equipment.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Interpersonal skills using tact, patience and courtesy
- Diverse environments
- Basic student assessment instruments, procedures and requirements
- Computerized testing
- Basic computer and word processing
- Oral and written communications
- Budget and record keeping
- Standard office practices and procedures

Skill in:

- Organizing and providing programmatic coordination in assigned assessment areas
- Interpreting, applying and explaining rules, regulations and procedures
- Preparing reports, correspondence and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Professionally representing the College in meetings and functions related to assessment
- Maintaining test security and confidentiality
- Maintaining accurate records and files
- Supervisory

- Working independently with little direction

Other Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record
- May be required to work off-hours
- Spanish speaking desired

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree with course work in testing, assessment, statistics or a related field, or two years of experience conducting assessment and testing.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision including color vision to distinguish alternate test forms, read instructions and computer screens; speech and hearing to administer instructions and respond to questions; manual dexterity to operate office equipment and manipulate papers; mobility to travel to off-site test locations and proctor exams; strength to lift and carry boxes of test materials. This work is performed in indoor settings.