

## **ASSESSMENT CENTER TESTING COORDINATOR**

### **DEFINITION**

Under general supervision of an assigned administrator, coordinates testing program, assists in research and analytical studies required to enhance the efficiency of assessment for placement and counseling purposes. Acts as an assistant to the certificated staff director and works in cooperation with certificated staff in administering, collecting, processing and retrieving tests.

### **TYPICAL DUTIES**

Develops and maintains procedures and processes to administer the assessment program. Oversees and maintains the Assessment Center in the absence of certificated staff member under direction of the assigned administrator. Verifies accuracy of test records and test scores, edits test records and scores as needed, retrieves test records; verifies scores for placement, and financial aid requirements; verifies graduation competency information with district regulations and policies and referral process for forwarding assessment results to certificated staff. Develops practice formats for basic skills and graduation competency tests; formats and sends test data as required for annual State MIS report; provides acceptably formatted data for State reports using computer programs; and works with staff to evaluate test placement results. Gathers and assembles data needed to research test effectiveness; operates and maintains computerized test equipment; accesses databases to edit test records and test scores, retrieve records and conduct research; modifies printouts, adjusts cut-scores and course recommendations as directed; and processes certificated and management staff evaluation surveys. Maintains and updates basic skills course equivalences from other California community colleges for placement purposes. Hires and trains student help and part-time computer lab staff and processes monthly timesheets; participates in the hiring process of permanent certificated and classified staff in assessment; trains classified staff and student help; and maintains the assessment center procedural manual and budget books. Gives presentations pertaining to the Assessment Center programs and activities. Provides students with assessment information and directs them to appropriate campus services; and coordinates, supervises, and monitors assessment operation in the testing room. Reviews college catalog and drafts necessary changes to assessment information. Under the direction of the certificated staff director, orders, inventories and replenishes assessment instruments, maintains files of catalogues and sources of tests, develops test schedules and secures testing facilities; and assists DSP&S and Learning Disabled staff in providing special accommodations for testing. Provides information to assist in budget preparation. Maintains computer and computer-related equipment. Performs related duties as required.

### **QUALIFICATIONS**

#### **EXPERIENCE**

At least three years of experience in assessment placement procedures; familiarity with instruments used in assessment and preparation of statistical reports. Technical supervisory experience, preferable at the college level.

#### **EDUCATION**

Bachelor's degree from an accredited college or university; course work in computers and statistics desirable. Two years experience may be substituted for part of the education requirement.

**KNOWLEDGE OF**

Knowledge of policies, rules and procedures pertaining to assessment, career development, placement, and counseling; research procedures, statistics, and general principles of records management. Knowledge of database management; office management; and principles of supervision.

**SKILLS IN**

Skill in listening to what other people are saying and asking questions as appropriate; being aware of others' reactions and understanding why they react the way they do; and adjusting actions in relation to others' actions. Skill in locating information; identifying essential information; understanding written sentences and paragraphs in work related documents; communicating effectively with others orally and in writing as indicated by the needs of the audience; and training others to use a computer.

**ABILITY TO (ESSENTIAL FUNCTIONS)**

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to communicate the assessment process effectively with groups and individuals from various socioeconomic backgrounds; and communicate with population's whose first language is not English. The ability to act independently and make decisions. The ability to acquire and assemble test materials; and direct individuals and groups in testing situations. The ability to gather and organize data for research studies; and use applicable database management programs. The ability to operate personal and networked computers. The ability to read and write English at a level required for successful job performance; and assist in writing and editing research reports and associated correspondence. The ability to perform office management tasks.

**TYPICAL EQUIPMENT USED (May include, but not limited to)**

Computer, printer, and computerized test scoring equipment, telephone and copier.