



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, ASSESSMENT AND TESTING	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, plan, organize, and coordinate the daily functions of the multi-site District Assessment Program; provides required placement examinations, career inventories, GED testing to non-high school graduates, testing information and preparation materials on campus and at outreach; advise and refer new and returning students; act as lead worker to other testing technicians; serve as a liaison to testing agencies, college departments, community organizations and area high schools; and perform related work as required.

**SCOPE:**

The Coordinator, Assessment and Testing serves as a resource for assessment information; develops and coordinates testing schedules; develops and implements changes in procedures for testing; develops, explains and clarifies technical and procedural Assessment information to faculty/counselors, staff, students, and the public; and serves as a resource person for assessment issues.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Coordinates scheduling and administration of college placement tests, diagnostic tests and financial aid tests at various college sites.
2. Performs outreach services to students at feeder high schools and other off-campus locations.
3. Designs and implements improved procedures for administering, scoring, disseminating, and storing tests; develops written resource materials and procedures manual.
4. Completes required reports for District and testing agencies in accordance with policies and procedures; submits required forms to obtain authorization to use campus as a test location for local and specialized examinations.
5. Assists in development and implementation of Assessment Program goals; identifies areas for improvement to ensure compliance of program goals, regulations and integrity.
6. Serves as resource for assessment information to students, faculty, college departments, area high schools and the community regarding program information.
7. Administers college placement tests, diagnostic tests, and/or financial aid tests to students at various College locations.
8. Maintains and revises testing/scanning programs.
9. Maintains order during administration of tests and ensures security of testing materials.
10. Oversees proper handling, distribution, recording confidentiality of test scores.
11. Directs test scoring both by machine and/or by hand as appropriate; maintains computer and written records of test use and scores.
12. Attends meetings, conferences, and workshops with regard to Assessment Program.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

13. Coordinates the daily operation of the Assessment office; coordinates training and scheduling of testing staff.
14. Serves as the Alternate Examiner for GED exams.
15. Acts as lead worker for Testing Technicians.
16. Supervises student assistants and proctors.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Plan, organize, and coordinate activities related to test administration; explain test requirements concisely and clearly; manage and direct large groups of people; give and follow oral and written direction; interpret statistical data; keep records and prepare reports; operate a personal computer and enter data into computer database; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Policies and procedures of various testing agencies and understanding of testing guidelines; statistical measures used in aptitude and achievement tests; techniques of supervision and training; modern office procedures and practices; various office equipment including personal computers; software programs including word processing and spreadsheet tools; letter and report writing; English usage, vocabulary, spelling and grammar.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Bachelor's degree. Course work in psychology, tests & measurements and statistics is preferred.

*Experience:*

Three years experience in administering, scoring, and interpreting results for a wide variety of tests. Experience working with persons of diverse ethnic or language backgrounds preferred. Experience in an educational setting is preferred.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.