



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
TESTING SPECIALIST	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under general supervision, perform specialized duties in the administration, scoring, and recording of diagnostic and placement tests used by the District such as English as a Second Language Placement test (CELSA), General Educational Development (GED) test, Ability to Benefit (ATB) tests, Distance Learning exams and College Skills Placement tests; serve as a liaison to testing agencies, College departments, community organizations and area high schools; perform a variety of assessment and clerical duties; and perform related work as required.

SCOPE:

The Testing Specialist determines the testing schedule; arranges for use of testing facilities; prepares testing materials; mails informational packets to test candidates; ensures integrity of testing environment and materials; scores tests and coordinates distribution to students, College departments, high schools, and community, state and national organizations; and maintains current knowledge of changes in test administration policies and procedures.

DISTINGUISHING CHARACTERISTICS:

The Testing Specialist is distinguished from the Testing Technician by the Bachelor's degree required to administer the GED.

KEY DUTIES AND RESPONSIBILITIES:

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

1. May schedule and administer the GED examination, college placement tests, diagnostic tests, Distance Learning Exams, and/or Ability to Benefit (ATB) tests to students at various College locations.
2. May serve as Examiner or Alternate Examiner for the GED examination.
3. Collaborates with appropriate departments to implement new tests and/or technology.
4. Registers examinees for tests; prepares test materials and mails informational packets to examinees.
5. Maintains order during administration of tests and ensures security of testing materials.
6. Scores and enters results of tests into computer database; maintains computer and written records of test use and scores with confidentiality.
7. Completes required reports for District and testing agencies in accordance with policies and procedures.
8. Oversees distribution of test scores for District, high schools, and students.
9. Responds to inquiries from students and the public by phone and in person.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Orders and maintains sufficient inventory of testing materials; complies with State and National standards to ensure the security and validity of GED, CELSA, placement and ATB examination materials.
11. Performs administrative and clerical duties as required.
12. Oversees testing proctors.
13. May serve as a lead worker to other classified staff in the area.
14. May supervise and train student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Explain test requirements concisely and clearly; manage and direct large groups of people; follow and understand oral and written directions; 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; proper 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:

A Bachelor's degree.

Experience:

Increasingly responsible experience in administering, scoring, and interpreting results for a wide variety of tests.

Preferred Experience:

- Experience working with persons of diverse ethnic or language backgrounds.
- Bilingual (English/Spanish).

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.
- Ability to obtain any certification(s) necessary to administer various tests.