



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

JOB DESCRIPTION:

Under general supervision, plan, organize and perform a variety of assessment and clerical duties involved with the administration, scoring, and recording of diagnostic and placement tests used by the District; provide required placement examinations, Ability to Benefit (ATB) testing, distance learning exams, and testing information and preparation materials; advise and refer new and returning students; serve as a liaison to appropriate college departments, community organizations and area high schools; and perform related work as required.

SCOPE:

The Testing Technician administers a variety of tests used by the District such as English as a Second Language Placement Test (CELSA) and College Skills Placement Test; assists in the development of testing schedules and procedural changes for testing; ensures integrity of testing environment and materials; scores tests and coordinates distribution of results to students, College departments, high schools, and community organizations; 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. Schedules and administers college placement tests, diagnostic tests, Ability to Benefit (ATB) tests, and distance learning exams to students at various College locations.
2. Maintains order during administration of tests, and ensures security of testing materials. Complies with state and national standards to ensure the security and validity of testing materials.
3. Registers examinees for tests; prepares test materials and mails informational packets to examinees.
4. Scores and enters results of tests into computer database; maintains computer and written records of test use and scores with confidentiality.
5. Assists in development and implementation of Assessment Services goals; identifies areas for improvement to ensure compliance of program goals, regulations and integrity.
6. 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.
7. Performs outreach services to students at local high schools and other off-campus locations.
8. Attends meetings, conferences, and workshops with regard to Assessment Services.
9. May proctor the GED exam.
10. Oversees distribution of test scores for District, high schools, and students.

KEY DUTIES AND RESPONSIBILITIES (Continued):

11. Serves as resource for assessment information to students, faculty, college departments, area high schools and the community regarding program information.
12. Orders and maintains sufficient inventory of testing materials.
13. Performs administrative and clerical duties as required.
14. May supervise and train student and short-term non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Plan and organize activities related to test administration; explain test requirements concisely and clearly; manage and direct large groups of people; give, 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 and a confidential work environment; 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:

Significant community college coursework. An Associate's degree is preferred.

Experience:

Experience in administering, scoring, and interpreting results for a wide variety of tests. 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.