Position: Assessment Technician

Position Number:

Department/Site: Student Services

FLSA: Non-Exempt – (Classified CSEA)

Reports to: Director, dean, or other administrator in assigned area

Salary Range: 15

**BASIC FUNCTION:**

Under the direction of the Dean of Student Affairs or other area administrator, administer the year-round testing for basic skills and college placement and federally mandated testing for English proficient and ESL students; assist in providing individualized tests for students with disabilities and other special needs; create and provide informational materials; perform varied technical work in support of the assessment component of the matriculation plan.

**REPRESENTATIVE DUTIES:**

- Administer the year-round testing for basic skills and college placement and federally mandated testing for English proficient and ESL students; assist with providing individualized tests for students with disabilities and other special needs. *E*
- Perform varied technical work in support of the assessment component of the matriculation plan; oversee and participate in the proctoring of the assessment component portion of the matriculation plan; serve as a member of the assessment team. *E*
- Proctor scheduled assessments off site; drive a vehicle to area high schools, adult schools, and healthy start classes as needed. *E*
- Make presentations providing an overview of the entire registration process to students taking various forms of the assessment tests; design and distribute handouts and other instructional materials explaining processes. *E*
- Score various assessments according to established procedures; input or oversee student worker’s input of each student’s English placement. *E*
- Operate a computer and maintain assigned databases related to assessments and other tests; operate a computerized scoring scanner, electronic scanner, overhead projector, and other office equipment as assigned. *E*
- Prepare and distribute schedules for assessments and other tests; schedule individual assessment and testing appointments as needed. *E*
Create and send correspondence; prepare assessment packets; prepare bulk mailings; send reminder notices as needed. 

Communicate with various departments and outside organizations to exchange information, resolve issues or concerns, and coordinate activities.

Track students taking STAAR assessments through the Counseling 21/Orientation; prepare and maintain related records.

Participate in various special projects as needed.

Design databases and formulate reports related to STAAR assessments and other tests, and Counseling 21: Orientation.

Prepare and review short and long term goals and objectives for the assessment component of matriculation.

Maintain proper testing environment on site and off site; assure compliance with testing standards.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Administration procedures of a variety of assessments and tests.
Policies and procedures related to matriculation.
Student rights, including law of privacy and Chancellor-approved assessments for community colleges.
Operation of a computer and assigned software.
Record-keeping techniques.
Interpersonal skills including tact, patience and courtesy.
Modern office practices, procedures and equipment.
Technical aspects of field of specialty.
Diverse academic, socioeconomic, cultural, linguistic, disabilities and ethnic backgrounds of community college students and staff.
Oral and written communication skills.
Correct English usage, grammar and punctuation.
Public speaking techniques.

**ABILITY TO:**

Administer testing for basic skills and federally mandated testing for English proficient and ESL students.
Perform varied technical work in support of the assessment component of the matriculation plan.
Provide individualized tests for students with disabilities and other special needs;
Create and provide informational materials.
Evaluate and update assessment and testing procedures.
Make oral presentations and prepare related materials.
Maintain confidentiality of sensitive information.
Work independently with little direction.
Prepare and maintain records and reports related to assigned activities.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:  associate’s degree in a related field and three years experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office and classroom environments.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Lifting, carrying, pushing or pulling moderately heavy testing materials.
Sitting or standing for extended periods of time.
Bending at the waist or kneeling to file and retrieve records.