### Position: Assessment Testing Coordinator

<table>
<thead>
<tr>
<th>Position Number:</th>
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<tr>
<td>Department/Site: Student Services</td>
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<td>FLSA: Non-Exempt – (Classified CSEA)</td>
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<td>Reports to: Director, dean, or other administrator in assigned area</td>
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<td>Salary Range: 28</td>
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### DESCRIPTION:

Under general supervision, plans, develops, coordinates, and implements student assessment programs and activities, and leads assessment center staff. Provides leadership for the development of creative assessment programs and services that are focused on increasing student success.

### DISTINGUISHING CHARACTERISTICS:

This position performs difficult and complex assessment testing and statistical reporting duties in accordance with general instructions and established procedures for high-quality postsecondary assessment testing both on and off campus. This position requires lead responsibilities and coordination with personnel at feeder schools and other appropriate institutions. This position differs from lower levels by the responsibility for and knowledge of assessment programs, the complexity of the assignments, the employment of statistical and testing standards, problem solving, knowledge of data collection and analysis, and responsibility for calendaring and scheduling testing for incoming students sufficient to meet the District’s needs.

### REPRESENTATIVE DUTIES:

- Leads District-wide planning, developing, organizing the implementation of student assessment programs and activities in accordance with District, state, federal and commercial testing program specifications;

- Coordinates with various instructional and support service departments and local high schools to ensure student access to assessment;

- Leads the implementation of complex testing programs, including preparation services for college assessment;

- Leads assessment center staff in coordinating all assessment duties for the District;

- Serves as liaison to various instructional, research, and support service departments, local high schools, and community-based organizations that need expertise in and access to assessment services for current and potential college students;
• Generates assessment data and performs complex and specialized statistical work;

• Develops and maintains accurate assessment and student databases;

• Creates and provides assessment reports to appropriate parties;

• Assists with program-specific research requirements, including making recommendations and implementing solutions;

• Assists in the development, analysis, and assessment of Service Area Outcomes (SAO’s) and Student Learning Outcomes (SLO’s) for the purposes of continuous improvement and institutional effectiveness;

• Collects and analyzes student assessment date by semester and academic year, and engages in continuous improvement assessment activities to improve services to students.

• Serves on committees as assigned.

• Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:
Associates degree required and at least two years of responsible program coordination experience.

Bachelor’s degree preferred. Preferred program coordination experience would include assessment testing and evaluation, statistics, or data processing; advertising and promoting programs and activities; or interviewing and scheduling staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:
• Principles and techniques of postsecondary assessment testing, including methodologies for maximizing student preparation to ensure maximum performance.
• Statistical methods, assessment methods, and college assessment
• The development, analysis, and assessment of SAOs and SLOs

SKILLS AND ABILITY TO:
• Gather, analyze, and interpret statistical information relating to assessment procedures and results;
• Plan, coordinate, and conduct a variety of complex assessment activities;
• Develop and coordinate publicity for assessment activities;
• Format data;
• Maintain complex records;
• Prepare reports;
- Assist data processing staff in developing programs for assessment operations;
- Organize and provide programmatic coordination in assigned functional areas;
- Serve as the District’s representative in meetings and functions related to assessment;
- Learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports;
- Communicate effectively both orally and in writing;
- Give clear and concise instructions;
- Communicate with individuals for whom English is not a primary language; and
- Employ proper English usage, spelling, grammar, and punctuation;
- Direct and coordinate the daily operation of the Assessment Center and appropriately interact with a diverse population to include students, staff, faculty, and the public;
- Learn and apply college and District policies and procedures pertaining to high quality student assessment services.

**PHYSICAL EFFORT/WORK ENVIRONMENT:**

Office and testing lab environment, both on-campus and at other institutional locations; dexterity of hands and fingers to operate a computer keyboard, or the adaptive equivalent; sitting for extended periods of time.

**LICENSES AND CERTIFICATIONS:**

California Driver’s License required.