NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

Job Title: Testing and Assessment Specialist
Range: 36

Date Revised:                  Date Approved: April 8, 2003

PRIMARY PURPOSE
This position is responsible for performing a variety of technical duties in administering and scoring a
variety of assessment test batteries; maintaining appropriate records and coordinating the activities of an
assigned office or function.

ESSENTIAL FUNCTIONS
Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Coordinates and organizes the day-to-day activities within the Assessment/Matriculation Center to
assure efficiency of operations; researches and investigates problems and identifies appropriate
solutions.

2. Plans, schedules, and administers a wide range of assessment instruments to individuals and
groups, both on-site and off-site, as appropriate to the assigned office or function; coordinates the
processing of assessment documents.

3. Prepares testing schedules and makes appointments; explains the assessment process and testing
procedures; assists in the design of modified testing situations for clients with special needs;
researches new testing instruments.

4. Prepares and maintains a variety of narrative and statistical records and reports related to program
activities and effectiveness.

5. Observes and records data related to client behavior during the assessment process; prepares
detailed reports for counselors or other appropriate staff and referring agencies.

6. Scores test batteries; converts test data to equivalencies, percentiles, norms or other required
format; prepares and maintains a variety of records, reports, statistics and forms related to
assessment instruments, test scores, client prescriptions, etc.

7. Provides technical expertise to students, faculty and others relative to assigned office or function;
communicates with faculty and staff to coordinate activities, resolve conflicts and exchange
information.

8. Plans and coordinates program activities; participates as directed in the formulation, development
and implementation of appropriate policies and procedures for assigned office or function.

9. Prepares and maintains program ledgers and reconciles accounts; monitors and records
expenditures; evaluates costs related to program administration, personnel supplies and equipment.

10. Conducts surveys and research related to assigned programs and functions; gathers, compiles and
analyzes pertinent data and statistics.

11. Operates specialized equipment appropriate to assigned office or function and standard business
machines including typewriter, computer, copier and calculation; answers telephones and
assessment inquiries.

12. Trains and provides work direction and guidance to others as directed.

13. Learns and applies emerging technologies and advances as necessary to perform duties in an
efficient, organized, and timely manner.

14. Performs related duties as assigned.
OTHER FUNCTIONS

WORKING RELATIONSHIPS
The Testing and Assessment Specialist maintains frequent contact with faculty, students, test proctors, test administrators, site facilitators, and outside agencies.

EDUCATION AND EXPERIENCE
High school diploma or equivalent, supplemented by college coursework in psychology, sociology, testing, or related field
Minimum of three (3) years of experience working with people of diversified backgrounds, including minorities, handicapped, elderly, young adults and those with mental and emotional problems

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of basic principles and techniques used in psychological testing
Knowledge of methods, techniques, and practices used in the administration of vocational test batteries
Knowledge of statistical analysis and conversion of raw data to percentiles, stanines, norms and grade equivalencies
Knowledge of test administration practices and procedures
Knowledge of local, state, and federal laws applicable to assigned program
Knowledge of computer related data input, editing and report preparation
Knowledge of optical scanner operations and maintenance
Knowledge of maintenance test data security
Knowledge of modern office practices, procedures and equipment
Ability to record behavioral observations and prepare comprehensive reports related to client progress and problems
Ability to plan, schedule, administer and score diversified test batteries to individuals, groups, and special needs individuals
Ability to maintain records, files and statistics
Ability to work confidentially with discretion
Ability to work independently with little direction
Ability to train and provide work direction to others
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
None

WORKING CONDITIONS
College or District office environment; subject to sitting and standing for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.