

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.

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13.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
14.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
15.	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

Minimum Qualifications

High school diploma or GED, 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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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

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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.
