

### ASSESSMENT SPECIALIST

SALARY GRADE: [C1-46](#)

**DEFINITION:**

Under the direction of an assigned supervisor, schedule, administer and score a variety of assessment tests to students to assess basic skills in English, English as a Second Language (ESL), mathematics, chemistry or other test as assigned.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Maintain the day-to-day operation of the Assessment Office.
2. Coordinate registration dates, counselor's schedules, ESL faculty schedules and international student orientation dates to create quarterly testing schedules.
3. Administer and proctor group-testing sessions; verify prerequisites, probationary or disqualified status as appropriate.
4. Develop and update Assessment Office policy, manuals and directives according to district, federal or state guidelines.
5. Implement Assessment Office plans and objectives.
6. Support delivery of assessment services and assure that guidelines are followed.
7. Develop assessment materials used in marketing, catalogs and brochures.
8. Provide work direction to staff and students assigned to the Assessment Office.
9. Conduct regular meetings to communicate, review and revise Assessment Office guidelines.
10. Maintain currency on assessment issues through participation in activities of related state and local organizations.
11. Review guidelines, policies and instructions related to placement testing, registration and counseling with students prior to placement tests; distribute and assist students with testing admissions applications; schedule, administer and provide individualized results for tests in English writing, English reading or ESL courses to determine eligibility.
12. Sort placement tests; review information for accuracy and completeness; correct forms as necessary; score placement tests utilizing a scanner; edit and correct scanned information as needed; resolve problems with forms rejected by the scanner.
13. Provide technical information to students in person or on the telephone regarding test scores; assist students with registration status; generate a variety of reports utilized in the recruitment of various programs.
14. Meet with division deans, department heads and program directors to develop and implement testing procedures and policies and resolve placement issues.
15. Access the SIS to extract specific student, class and course information for analysis and reporting.
16. Monitor the testing budget.
17. Assist in the development and design of surveys.

18. Prepare various statistical reports for College administrators, managers, departments and divisions; generate District matriculation statistical reports related to matriculation and assessment.
19. Order supplies, monitor inventory and prepare requisitions for supplies as needed.
20. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Placement testing and registration policies, procedures and regulations.
2. Operation of a computer, scanner and related office equipment.
3. Record-keeping techniques.
4. Interpersonal skills using tact, patience and courtesy.
5. Oral and written communication skills.
6. Modern office practices, procedures and equipment.

##### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Schedule, administer and score a variety of assessment tests to students to assess basic skills.
3. Communicate effectively both orally and in writing.
4. Operate a computer, scanner and other office equipment.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Prepare and maintain records, files and reports.
7. Meet schedules and time lines.
8. Work independently with little direction.
9. Establish and maintain cooperative and effective working relationships with others.
10. Plan and organize work.

##### **Education and Experience**

Any combination equivalent to:

1. Associate's degree with a course in college-level mathematics.
2. Two (2) years experience in a job that requires good interpersonal and computing skills.

#### **WORKING CONDITIONS:**

##### **Environment:**

1. Office environment.

##### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.