



COORDINATOR, ASSESSMENT

DEFINITION

Under general supervision, plans, organizes, coordinates, and participates in the daily operations and activities of assigned testing and assessment center(s); schedules, administers, and scores a variety of assessment tests; coordinates marketing and promotion efforts for assigned centers; coordinates testing and assessment services with other programs, divisions, and departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a coordinator class responsible for planning, organizing, and coordinating assigned testing and assessment services and activities. The duties involved include the implementation of plans, objectives, policies, and procedures of assigned center in compliance with federal, state, and District guidelines. Positions work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Organizes, coordinates, and oversees testing and assessment services and activities for a diverse student population by creating positive learning communities.
- Participates in the planning, development, and implementation of policies, procedures, and handbooks for assigned centers, including incorporating regulatory updates and technological advancements, as appropriate.
- Coordinates testing and assessment services with other programs, divisions, and departments, including outreach, room availability, student accommodations, and development of quarterly testing schedules; refers students to other resources, programs, divisions, and departments as needed.
- Reviews guidelines, policies, and instructions related to placement testing, registration, and counseling with students prior to placement tests; distributes and assists students with testing admissions applications.
- Administers and proctors individual and group testing sessions in various subject matter areas.
- Sorts and scores assessments and tests in accordance with District policies, procedures, and curriculum requirements.
- Sorts, prepares, builds, and administers accommodated tests for students with disabilities; interprets counselor-recommended accommodations.
- Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information.

- Responds to and troubleshoots requests for assistance from users experiencing technical issues with computer hardware and software applications; configures software application as needed; provides guidance to faculty, students, and staff; develops user guidelines.
- Researches and extracts student, class, and course information data for analysis and reporting; assists in the development and design of surveys.
- Processes placement test score transfer forms by reviewing and interpreting scores based on college guidelines; informs students of course availability.
- Responds to requests from other educational institutions and processes release of placement test scores.
- Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and statistical reports.
- Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
- Oversees and conducts recruitments for and training of tutors and student workers; develops work schedules; may review and approve timesheets; monitors hours worked and allocated budgets; oversees and provides work direction and training; explains performance standards, policies, and procedures; and monitors tutorial sessions and evaluates performance.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles, practices, policies, and procedures related to planning, coordinating, and implementing testing and assessment services and activities.
- Principles and practices of program and/or office coordination including implementation of the plans, objectives, policies, and procedures.
- Principles, practices, and technologies used in the administration of assessments and tests.
- Principles of providing functional direction and training.
- Principles and practices of data collection and report preparation.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- 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.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.

- Develop, implement, and coordinate assigned services and activities in an independent and cooperative manner, evaluate alternatives, make preliminary recommendations, and prepare reports.
- Schedule, administer, and score a variety of assessments and tests to students to assess skills.
- Learn and administer assessment testing and exam proctoring for students with disabilities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Plan, organize, schedule, assign, train, and review the work of assigned student workers.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in education or a related field and two (2) years of increasingly responsible experience in coordinating and/or administering placement tests.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Salary Grade: C1-48

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021

