



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, ASSESSMENT SERVICES	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2015/16 Classification Review		

JOB DESCRIPTION:

Under general supervision, coordinate the daily functions of the District Assessment Program; administers placement and high school equivalency exams; coordinates and performs related outreach; advise and refer new and returning students; serve as a liaison to testing agencies, District departments, community organizations and area high schools.

SCOPE:

The Coordinator, Assessment Services serves as a resource for assessment information; coordinates testing schedules; implements changes in testing procedures; develops, and communicates technical and procedural assessment information to faculty, staff, students, and the public; and serves as a resource person for assessment services.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the daily operation of the Assessment program; training and scheduling of testing staff; and scheduling and administration of placement tests and high school equivalency exams throughout the District.
2. Provides outreach to students at high schools and other locations; ensures that assessment information is current and accurate on webpages, District publications, and other marketing materials; serves as resource for assessment information to students, faculty, staff, area high schools and the community.
3. Designs and implements procedures and resource materials for test administration.
4. Prepares reports and serves as a liaison between District and testing agencies.
5. Assists in development and implementation of Assessment Program goals; provides equitable assessment services in all delivery modalities.
6. Coordinates and collaborates with appropriate departments and state agencies to implement changes in assessment instruments.
7. Maintains the integrity of the testing environment, including scoring and records.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
9. May participate on committees or taskforces in order to maintain currency in assessment regulations, trends, and technology
10. May serve as lead worker for other classified staff.
11. May supervise student and short term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Plan, organize, and coordinate activities related to test administration; communicate effectively in English; manage and direct large groups of people; give and follow oral and written direction; interpret statistical data; keep records and prepare reports; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Policies and procedures of various testing agencies and understanding of testing guidelines; statistical measures used in aptitude and achievement tests; techniques of supervision and training; proper English usage.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree.

Experience:

Increasingly responsible (approximately 2-4 years of full-time equivalent experience) experience in administering, scoring, and interpreting results for a wide variety of tests. Experience in an educational setting is preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, proof of insurance, and vehicle registration and licensing.

SPECIAL REQUIREMENTS:

Position requires frequent travel to various area high schools, organizations, and community organizations. Ability to lift up to 50 lbs. unassisted.