

TITLE	CLASSIFICATION	SALARY GRADE
TESTING SPECIALIST	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under general supervision, perform specialized duties in the administration, processing, and recording of diagnostic and placement tests used by the District; serve as a liaison to testing agencies, District departments, community organizations and area high schools; perform a variety of assessment and clerical duties.

SCOPE:

The Testing Specialist determines the testing schedule; arranges for use of testing facilities; prepares testing materials; communicates assessment information to students; ensures integrity of testing environment and materials; administers test and processes test results; coordinates and communicates assessment information to faculty and staff, high schools, and community, state and national organizations.

DISTINGUISHING CHARACTERISTICS:

The Testing Specialist is distinguished from the Testing Technician by the Bachelor's degree required to administer the GED. This classification also determines testing schedules; and serves as a liaison to testing agencies and as Examiner or Alternate Examiner for High School Equivalency Exams.

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. Administers all tests provided by the District; proctors the High School Equivalency Exams; serves as Examiner or Alternate Examiner for High School Equivalency Exams.
2. Assists in development and implementation of Assessment Services goals; identifies areas for improvement to ensure compliance with program goals, regulations and integrity.
3. Collaborates with appropriate departments to determine placement testing schedules and implement assessment technologies.
4. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
5. Registers examinees for tests; prepares test materials and testing facilities; maintains test records and processes test results and coordinates the distribution to District departments, high schools, and community, state and national organizations; maintains integrity of testing environment and materials.
6. Scores and enters results of tests into computer database; maintains records of test use and scores with confidentiality; may process assessment results using alternative measures; may interpret procedures and provide proctoring services.
7. Completes reports for District and testing agencies in accordance with policies and procedures.
8. Ensures that assessment information is current and accurate for District, high schools, faculty/staff and students; serves as a resource for faculty/staff, students and the public.
9. Performs outreach services to students at local high schools and other off-campus locations.

KEY DUTIES AND RESPONSIBILITIES – Continued

- 10. Orders and maintains sufficient inventory of testing materials; complies with State and National standards to ensure the security and validity of testing instruments provided by the District.
- 11. May serve as a lead worker to other classified staff in the area.
- 12. May supervise and train student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Facilitate large groups of people in a testing/outreach environment; follow and understand oral and written directions; interpret statistical data; keep records and prepare reports;; communicate effectively in English (Bilingual English/Spanish preferred); maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Policies and procedures of testing agencies and understanding of testing guidelines; Family Educational Rights and Privacy Act of 1974 (FERPA); statistical measures used in aptitude and achievement tests; standard office productivity software and specialized assessment software.

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:

A Bachelor's degree.

Experience:

Some (approximately 1-2 years of full-time equivalent experience) experience providing customer service and maintaining collaborative working relationships. Experience in a community college setting preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. This classification requires ongoing certification to serve as an Examiner or Alternate Examiner for the High School Equivalency Exams; ability to obtain other required certification(s) as necessary to administer various tests.

SPECIAL REQUIREMENTS:

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