



TITLE	CLASSIFICATION	SALARY GRADE
TESTING TECHNICIAN	CLASSIFIED	GRADE: H
BOARD POLICY REFERENCE:		2015/16 Classification Review

**JOB DESCRIPTION:**

Under general supervision, assist in performing assessment and clerical duties involved with the administration, processing, and recording of diagnostic and placement tests used by the District in the subject areas of Math, English, and English as a Second Language; High School Equivalency Exams; and Distance Education Exams; serve as a liaison to departments, community organizations and area high schools.

**SCOPE:**

The Testing Technician administers a variety of tests provided by the District; assists in the development of testing schedules and procedural changes for testing; ensures integrity of testing environment and materials; District departments, high schools, and community organizations; explains and clarifies technical and procedural assessment information to faculty/counselors, staff, students, and the public; and serves as a resource person for assessment issues.

**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.
2. Maintains integrity of testing environment and materials; complies with state and national standards to ensure the security and validity of testing materials.
3. Registers examinees for tests; prepares test materials and testing labs.
4. Processes assessment results; maintains computer and written records of test use and scores with confidentiality.
5. Assists in development and implementation of Assessment Services goals; identifies areas for improvement to ensure compliance of program goals, regulations and integrity.
6. Completes reports for District and testing agencies in accordance with policies and procedures; submits forms to obtain authorization to use District facilities as a test location for local and specialized examinations.
7. Performs outreach services to students at local high schools and other off-campus locations.
8. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
9. Serves as resource for assessment information with students, faculty, staff, local high schools and the community.
10. Maintains sufficient inventory of testing materials.
11. Performs administrative and clerical duties.
12. May supervise and train student and short-term non-continuing (STNC) employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Plan and organize activities related to test administration; explain test requirements concisely and clearly; manage and direct large groups of people; give, follow, and understand oral and written directions; interpret statistical data; keep records and prepare reports; maintain cooperative working relationships and a confidential work environment; 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; various office equipment including Standard office productivity software; correspondence and report preparation; written and verbal communication skills (English; Bilingual English/Spanish preferred).

### **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:*

Significant community college coursework. Associate's degree preferred.

#### *Experience:*

Previous experience providing customer service in an educational or professional setting.

#### *Preferred Experience:*

Experience in administering, processing, 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 or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.