

TITLE: Coordinator, Accommodated Testing and Assessment**CLASSIFICATION: Classified****SALARY GRADE: C11****SCOPE OF POSITION:**

Under general supervision, coordinate academic support services for students with disabilities; perform specialized duties in the administration, processing, and recording of diagnostic and placement tools 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.

The Coordinator, Accommodated Testing and Assessment oversees operations of the Testing Center to determine the testing schedule; arranges for use of testing facilities & materials; coordinates testing accommodations; proctor's exams; and communicates assessment and support services information to students. Collaborates with various departments and Faculty to ensure all District and department guidelines and procedures are followed. Evaluates program effectiveness and makes recommendations for program development when necessary. Participates in budget development and report preparation.

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 daily operations of Testing & Support Services; works closely with students, staff, faculty, and the public to implement goals and objectives of the designated center; resolves conflicts and ensures efficient operation of programs.
2. Administers and Proctors all tests provided by the District; proctors the High School Equivalency Exams; Proctors Academic course exams for students with disabilities (DRD Accommodated Testing), Assessment & Placement Tools & Technologies, ACE & GMCT (Mathematic Competency Exams used for graduation) and Distance Education Proctoring Services for SRJC and other institutions.
3. Collaborates with appropriate departments to determine testing schedules and implement assessment technologies. Troubleshoots and resolves scheduling problems.
4. Orders and maintains sufficient inventory of testing environment and materials. Ensures compliance with State and National standards to ensure the security and validity of testing instruments provided by the District.
5. Scores and enters results of tests into computer database; maintains records of test use and scores with confidentiality; Identifies areas for improvement to ensure compliance with program goals, regulations and integrity.
6. Assists with program development and ensures program effectiveness, participates in budget development and prepares reports; makes recommendations and initiates revisions to processes or procedures; develops and provides services, training, and resources; maintains displays and equipment.
7. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA).
8. Performs outreach services to students at local high schools and other off-campus locations.
9. May serve as a lead worker to other classified staff in the area.
10. May supervise and train student and short-term, non-continuing (STNC) employees.

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KNOWLEDGE OF:

1. Family Educational Rights and Privacy Act of 1974 (FERPA).
2. Statistical measures used in aptitude and achievement tests.
3. Applicable technology usage, including standard office productivity software and other appropriate technology.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures including policies and procedures of testing agencies and understanding of testing guidelines;
5. Basic web accessibility tools and document remediation.

ABILITY TO:

1. Facilitate large groups of people in a testing/outreach environment.
2. Follow and understand oral and written directions.
3. Interpret statistical data.
4. Keep records and prepare reports.
5. Demonstrate sensitivity to, and respect for, a diverse population.
6. Assess high-risk behavioral factors in order to de-escalate students' demeanor in a high-stress environment; maintain cooperative working relationships.
7. Maintain records and prepare reports.
8. Maintain confidentiality.
9. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
10. Communicate effectively, both orally and in writing, in English (Bilingual English/Spanish preferred)
11. Exercise appropriate judgement in interactions with others and with work processes and discretion regarding service provision to disabled students.
12. Interact with the public in a helpful, courteous, and professional manner.
13. Demonstrate sensitivity to, and respect for, a diverse population which includes a student population with medical frailty, psychiatric disorders, physical limitations, acquired brain injuries and learning disabilities.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Bachelor's Degree

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EXPERIENCE:

1+ years of full-time equivalent 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.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).