

**TITLE: Testing Specialist**

**CLASSIFICATION: Classified**

**SALARY GRADE: C08**

**SCOPE OF POSITION:**

Under general supervision, performs specialized duties in the administration, processing, and recording of diagnostics and placement tests offered by the District. Coordinates and assists with development of testing procedures, processes, and schedules. Collaborates with faculty and staff to ensure testing services are available for students and the community. Serves as an examiner for the high school equivalency exams. Provides administrative support and troubleshoots testing technology issues. Provides support services for students that may include accommodations for students with disabilities.

**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, administers, and proctors tests provided by the District. Proctors the high school equivalency exams and serves as a Chief Examiner. Proctors exams for students enrolled in independent study and correspondence or distance education programs for educational institutions or businesses. Reviews, analyzes, and compiles statistical reports.
2. Maintains integrity of testing environment and materials and reports student misconduct. Oversees the testing environment, monitors students in person and through use of video surveillance, and addresses situations where students are suspected of cheating.
3. Serves as a resource for the college community, including students, regarding testing questions and concerns. Distributes, explains, and clarifies technical and procedural testing information to faculty, administrators, departments, high schools, and community.
4. Collaborates with appropriate departments to maintain testing information for students and community in different platforms; interprets and explains District policies and procedures, Americans with Disabilities Act of 1990 (ADA), Title 5, and Family Educational Rights and Privacy Act of 1974 (FERPA) requirements in relation to testing policies, procedures and processes. Ensures that student rights and confidentiality are maintained.
5. Coordinates and presents bilingual orientations for English as a Second Language Learners entering English as a Second Language (ESL) courses for non-credit. Assists non-credit students with class registration and other inquiries. Maintains communication with non-credit instructors to assist with student enrollment.
6. Assists students with all onboarding steps to start college. Makes referrals to the appropriate individuals and resources. Guides and educates students on how to navigate the community college system.
7. Attends meetings, conferences, and workshops related to student and testing services.
8. Performs outreach services to students at local high schools.
9. Assists in development and implementation of testing technology and department goals. Facilitates access and guidance for a variety of testing technology solutions for students. Analyzes and troubleshoots problems with testing technology. Provides testing documents in digital and audio formats. Processes assessment results.
10. Maintains data integrity reports for state and federal reporting, with data elements that address pre- and post-testing, and core performance issues.
11. Hires, supervises, trains, and schedules student employees. Assesses employees work performance and provides support.
12. Directs the work of short-term, non-continuing (STNC) employees.

## **TITLE: Testing Specialist**

### **KNOWLEDGE OF:**

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

### **ABILITY TO:**

1. Facilitate large groups of people in a testing/outreach environment.
2. Interpret statistical data.
3. Maintain records and prepare reports.
4. Maintain confidentiality.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

### **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:**

Associate degree required.

### **EXPERIENCE:**

1+ year of experience providing customer service and maintaining collaborative working relationships required.

### **OTHER REQUIREMENTS:**

- 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.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

### **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](#).*