

TITLE: Testing Technician

CLASSIFICATION: Classified

SALARY GRADE: C04

SCOPE OF POSITION:

Under general supervision, assists in performing assessment and administrative support duties involved with the administration, processing, and recording of diagnostic and placement tests provided by the District for departments, high schools and community organizations. Serves as a liaison to explain and clarify technical and procedural assessment information.

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 and proctors tests provided by the District .
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 and maintains electronic and written records of test use and scores with confidentiality.
5. Assists in development and implementation of District and department goals and identifies areas for improvement to ensure compliance of program goals, regulations and integrity.
6. 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 support duties.
12. May lead the work of student and short-term non-continuing (STNC) employees.

KNOWLEDGE OF:

1. Policies and procedures of testing agencies and testing guidelines.
2. Aptitude and achievement tests.
3. Relevant local, state, and federal rules and regulations, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Facilitate large groups of people.
2. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
3. Communicate effectively, both orally and in writing .
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous and professional manner.
6. 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:

High school diploma or GED.

EXPERIENCE:

1+ year of related experience providing customer service in an educational or professional setting 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 equipment (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](#).