



## **JOB TITLE: ASSESSMENT SPECIALIST**

Classification: Classified

Retirement Type: PERS\*

Salary Range: 34

Board Approved: June 21, 2021

2021

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Assessment Specialist administers and processes various academic assessments, both online and in-group settings. Ensures proper student placement in courses based on assessment results. Troubleshoots computer software and hardware problems and performs minor maintenance and/or updates on systems located in testing labs.

### **REPRESENTATIVE DUTIES:**

Administer the implementation of multiple measures including online testing and other placement instruments via group examinations and/or computerized testing labs on a network of computers.

Interpret and explain placement test results and course qualifications to each student; answer student questions regarding admission/matriculation requirements and provide information on available student services and resources. Generate placements letters based on student data to upload course clearance levels.

Provide quality customer service when proctoring exams and working with students from culturally diverse backgrounds. Assist students with registering for exams. Support students having technical difficulties (i.e., utilizing a computer and/or navigating various software systems.) Help students who are having difficulty completing computerized exams, surveys, or assessment test forms.

Evaluate available computer and network equipment to determine compliance with minimum system requirements; set up computers as needed.

Troubleshoot routine computer software problems, hardware issues, and network problems. Perform minor computer maintenance on computers and servers in testing labs. Generate reports from network servers; consult with ITS to resolve technical problems as appropriate.

Create and update student databases to maintain records and other assessment data collected from software programs and academic assessment instruments.

Collect, compile, analyze, and maintain student placement test records and score rosters. Generate and provide assessment related statistical data to pertinent campus entities and interpret results as requested.

Assist with the design and maintenance of uploaded clearance levels into the District's student information system. Coordinate with ITS to ensure clearances and codes related to prerequisites are properly programmed into the District student information system.

Collaborate with various divisions to provide technical assistance with cut scores, multiple measures, and revisions to assessment requirements and instruments.

Assist in the selection, training, and work direction of temporary and student workers. Ensure consistency in the student support provided and the implementation of assessment procedures.

Participate on various campus committees. Provide input on student assessment policies and procedures, initiatives related to assessment, prerequisites and course-level clearances, and student course placement.

Participate in developing and implementing policies and procedures on assessment and placement. Ensure compliance with federal, state, and District regulations and policies.

Serve as a liaison to outside agencies, local educational institutions, and community organizations regarding assessment activities.

Perform a wide range of administrative duties to support assigned student services area.

Perform other related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Associate degree and three (3) years of experience performing student support functions at a high school or institution of higher education.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Demonstrated experience and commitment to equity, diversity and inclusion. Experienced in customer service.

Proficient in staying up-to-date with technology and changing work procedures.

Knowledge of assessment instruments and procedures including computerized placement testing and other data collection software.

Knowledge of administrative practices and procedures.

Knowledge of applicable laws, rules, regulations, and policies related to assessment.

Knowledge of principles and practices used to establish and maintain files and information retrieval systems.

#### Abilities/Skills:

Ability to make basic mathematical calculations in the performance of duties.

Advanced level of technology skill with relevant assessment technology.

Skilled at record-keeping.

Ability to communicate effectively.

Ability to produce clear and accurate reports and correspondence.

Ability to analyze situations and adopt effective courses of action.

Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.

Ability to meet schedules and deadlines.

Ability to adapt to changing technologies and learn functionality of new equipment and systems.

Ability to train staff in the use of applicable software applications.

Ability to maintain confidentiality of division and individual records.

Licenses or Other Requirements:

Valid California driver's license.

**WORKING CONDITIONS:**

Typical office setting.

Some travel may be required.

Hand and finger dexterity to operate various office equipment.

Extensive computer work.

Long periods of standing and sitting.

Lift and carry up to 25 lbs.

Move from one work area to another as needed. Extensive interaction with students and the general public.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.