

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: STUDENT SERVICES SPECIALIST - ASSESSMENT

BASIC FUNCTION:

Under direction of the Student Success & Support Program Director, plan organize, coordinate and participate in day-day activities of the Assessment Center; administer and oversee group achievement, assessment, placement and other tests in accordance with District policies, State and federal requirements, and procedures for specific tests; train, provide technical work direction and assist in supervising and evaluating the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Supervise and maintain daily operation of the Assessment Center; plan, schedule, coordinate and participate in the day-to-day activities of the Assessment Center to assure timely and efficient operations; confer with counselors, faculty, staff and administrators to determine the frequency, intervals and dates on which tests will be administered; open, close, and secure the facility according to assigned schedules.

Provide technical work direction and assist in the supervising and evaluating the performance of assigned student assistants; assign and review work; provide for appropriate training; develop and maintain comprehensive desk and procedures manuals to describe specific testing processes. Assure compliance with established District policies and testing requirements, regulations, procedures and restrictions for group achievement, assessment, placement and other tests administered; exclude test participants or invalidate tests according to specific requirements. Assure the appropriate ordering, inventory and security of testing materials and supplies; answer sheets and other items as needed from test companies and agencies.

Maintain current knowledge of test administration requirements, regulations and restrictions for each test administered; contact State offices and others to resolve questions regarding billing, procedures, test results and schedules, and orders for materials and supplies.

Administer tests on campus; collect and account for testing fees as appropriate; distribute and collect test materials; check student identification, provide instructions and provide proctoring services for exam(s) from other institutions for non-IVC students, ensuring security and passwords of exams.

Upload test results and other data in Banner database to generate a wide variety of records and statistical reports; distribute test results and scores to students; respond to special requests and questions from students; maintain appropriate confidentiality of test data.

Communicate with faculty and counseling staff, registration personnel, and others throughout the district to provide technical information regarding testing schedules, registration, administration and scores: coordinate testing and assessment procedures, develop forms in both English and Spanish and modify operations and procedures as needed.

Operate a variety of office and test-related equipment including, printers, computer terminal, microfiche and microfilm reader/printer, calculator, copier, shredder and facsimile machine.

Participate in development and implementation of automated systems to facilitate testing and assessment functions; provide input regarding District, State and technical requirements related to test administration, scoring, and the distribution and maintenance of scores and test data.

Provide assistance and information to students, faculty, staff and others concerning testing and assessment; refer individuals to other District personnel and offices as appropriate.

Schedule, reschedule and cancel counseling appointments; prepare and maintain current appointment schedules for SSSP Counselors.

Compose correspondence, reports forms, applications, memoranda, and other documents; arrange travel accommodations as necessary; determine appropriate format and presentation; develop and revise forms.

Maintain a variety of complex files and records; maintain budget and other financial record expenditures and process purchase orders.

Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel.

Compile information and data for reports and assist in the preparation of statistical and narrative reports; inspect documents, forms, records and other materials for accuracy and completeness; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards.

Certified test administrator for GED and Ability to Benefit tests; administer IVC placement tests, CLEP.

Perform related duties s assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, rule and regulations governing the assessment function at a community college.

Operation and organization of a college assessment center.

Test administration and scoring procedures.

Automated scoring and record keeping techniques.

Procedures applicable to the administration, scoring, recording and reporting of standardized test results.

Automated systems and software used in test administration and scoring.

Correct English usage, grammar, spelling and punctuation.

Operation of computer terminal, printer, copier and other office machines.

Preparation, maintenance, verification and processing of student test results.

Principles and practices of supervision and training.

District organization, operations, policies and objectives.

Interpersonal skills using tact, courtesy and diplomacy.

ABILITY TO:

Plan, organize, coordinate and participate in assessment and testing functions for the District.
Administer, and upload assessment placement scores and other tests.
Communicate with testing agencies to obtain information, order testing items and resolve billing questions.
Develop and distribute testing schedules to campus personnel.
Secure testing materials and supplies.
Plan, organize and implement schedules and procedures related to assessment and testing.
Train and provide technical work direction to office staff and student assistants.
Assist in supervising and evaluating student assistants; and assign work.
Operate office machines and computer equipment and software.
Generate and maintain computer records.
Work independently with minimal direction.
Analyze situations accurately and adopt an effective course of action.
Read, apply and explain rules, regulations, policies and procedures.
Communicate effectively in English and Spanish both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedule and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate Degree in business, public relations, social science or related field and three years of increasingly responsible assessment and testing experience which included experience in administering and scoring tests and recording results.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license or evidence of equivalent mobility. The incumbent must obtain certification as a GED Examiner by the State GED within the probationary period and be approved as an Ability to Benefit test administrator.

WORKING CONDITIONS:

Duties are primarily performed in Student Services environment while seated at a desk, computer terminal or counter. Incumbents are subject to extensive contact with students, constant interruptions, noise from talking or office equipment and demanding timelines.

PHYSICAL DEMANDS:

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 25 pounds.