

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ASSESSMENT COORDINATOR

Salary Range 18

BASIC FUNCTION:

Under the direction of the Dean of Counseling and Matriculation, plans, organizes and coordinates Assessment Center activities; administers, scores and maintains standardized assessment testing program to determine competency levels in accordance with College and matriculation requirements; explains test procedures and appropriate policies and regulations related to assessment; maintains and updates student placement records; assists with District staff in gathering data for validation research to determine compliance with the Chancellor's Office approved test instruments; analyzes and maintains computerized test administration data and statistical records; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plans, organizes and coordinates the administration of achievement, placement and proficiency tests for matriculation and other programs; schedules test dates, times and locations; assures adequate facilities, forms, materials and proctoring. (E)
- Administers scores and records a variety of group academic achievement and assessment tests in accordance with College and State testing requirements; provides information to students, staff and the public concerning testing programs. (E)
- Registers current and prospective students for a variety of placement, proficiency and achievement tests; checks identification as required. (E)
- Administers tests at locations on and off campus; distributes and collects test materials, provides instructions and proctor tests; tests and maintains records and files for various testing programs. (E)
- Scores tests; enters or scans test results and other data in the computer. (E)
- Develops, modifies, and maintains databases for maintaining, researching, and reporting assessment information. (E)
- Maintains current knowledge of testing requirements and regulations issued by the State or other agency; attends conferences and workshops and participates in presentations of the District's methods and procedures. (E)
- Coordinates workshops for reading, writing and essays; develops and maintain workshop materials; selects instructors to explain specific field of instruction; describes testing and assessment procedures, cut-off scores and student services to students. (E)
- Distributes test records to College personnel and students; issues routine printouts and responds to special requests; advises and assists students with the testing process and the steps to complete their registration; maintains appropriate confidentiality of information. (E)
- Responsible for the operation of the assessment computer lab; ensures proper functioning of computer equipment; troubleshoots computer workstations as needed; serves as liaison with IT department in resolving problem situations with computer networks and equipment. (E)
- Prepares MIS reports for the assessment component of the Matriculation Plan; develops procedural changes and forms as required; publicizes test dates, times and locations. (E)
- Trains and provides work direction to student and hourly workers and other personnel assigned to assist in the assessment function.
- Coordinates proctoring services for distance education students; schedules appointments and administers examinations. (E)
- Participates in planning and monitoring automated procedures and recommends changes for greater efficiency. (E)
- Serves on various campus committees and attends departmental as required.
- Generates records and statistical reports in accordance with Sate requirements and District requests; distributes reports to appropriate college personnel. (E)

- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: associate's degree and three years of increasingly responsible experience including experience in test administration.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE OF:

Test administration and scoring.

Automated record-keeping techniques.

Procedures followed in the administration, scoring, recording and reporting of standardized test results.

Basic computational skills used in math and statistical analysis.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and coordinate student assessment programs and activities.

Administer, score and record testing information.

Operate and use automated systems for scoring, maintaining and reporting test results for the College's academic achievement tests.

Operate a computer, scanner, calculator, copier, typewriter and printer.

Generate and maintain computer records and prepare technical reports.

Read, interpret, apply and explain rules, regulations, policies and procedures related to test administration.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Work independently with little direction.

Train and provide work direction to others.

Work confidentially with discretion.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers as assigned - no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental personnel, students, faculty, and counselors.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Indoor work environment.

Driving a vehicle to conduct work.