

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Assessment Specialist

Department: Counseling

Location: EVC or SJCC

Date: Feb. 12, 2008

POSITION PURPOSE

Under the direction of assigned administrator, the Assessment Specialist plans, implements, and performs responsible work in the administration of student assessment; assists in the evaluation and validation of various psychometric instrument, testing methods and results; and provides related research support for assessment activities.

KEY DUTIES AND RESPONSIBILITIES:

1. Coordinate, oversee and perform activities related to the assessment of students and community members, using standardized and specialized assessment instruments; maintain, evaluate and update Assessment Center procedures; and personally administer standardized assessment instruments.
2. Ensure the security of the assessment process.
3. Provide a safe assessment environment in which participants feel comfortable and that results clarify knowledge and skills, not a level of anxiety.
4. Schedule and coordinate assessment dates, times, locations and staff.
5. Schedule and assist in accommodations for assessment for students with special needs.
6. Coordinate work schedules for test administrators, student assistants, and related staff.
7. Train and monitor work of test proctors and student assistants.
8. Validate assessment scores and report them through technology or delivery to appropriate staff.
9. Support and confer with faculty, staff and other campuses regarding assessment and matriculation activities.
10. Maintain accurate records, procedural documents and files; prepare correspondence, reports and other documents related to the work performed.
11. Set up databases to support day-to-day information as well as special projects with information that relates toward the goals of the institution.
12. Prepare and disseminate information to students and others regarding assessment requirements, procedures and scheduling.
13. Assist counselors, faculty and interns in the interpretation of test results.
14. Provide information to support the relationship between assessment and course placement and policy to the students.
15. Assist in the collection of data and creating records within research design using software and/or spreadsheets to analyze and evaluate data and to create reports for institutional research.
16. Assist with survey creation and design of assessments of outcomes.

17. Order and maintain inventory of assessment materials and supplies; develop forms to reflect assessment office need; initiate purchase requisitions, request supplies, and equipment; and monitor and stay within budgetary guidelines.
18. Keep the supervisor and staff informed about ongoing issues of assessment.
19. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Test theory, construction, application, evaluation, diagnosis and prescriptive response.
2. Basic research techniques and statistical data method.
3. Current software including but not limited to assessment instruments, databases, spreadsheets, and basic computer applications.
4. Modern office methods and equipment including computer terminal usage and office application software.

Skills and Ability to:

1. Plan and implement all processes of the assessment center;
2. Work independently and efficiently with a minimum of supervision;
3. Organize the assessment process and set priorities coordinating facilities, staff and time for assessment administrations;
4. Effectively utilize language skills to read, analyze and interpret statistical reports and technical procedures, write reports, correspondence and procedure manuals; effectively present information and respond to questions from students, staff and faculty;
5. Effectively utilize mathematical skills to apply concepts such as probability and inference; apply concepts such as fractions, percentages, ratios and proportions to practical situations;
6. Effectively utilize reasoning to define problems, collect data, and draw valid conclusions;
7. Establish and maintain cooperative working relationships with students, staff and the public; and
8. Understand the relationship between the curriculum of the college, course content and the relevance to the assessment process.

Experience and Education:

1. Bachelor's degree or equivalent from a four-year from an accredited institution.
2. Experience which indicates possession of the skills and knowledge required.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses/Certificates:

1. Valid California Driver's License

WORKING CONDITIONS

Environment:

1. Office environment and traveling to offsite locations for administration of assessment or to participate in workshops and/or conferences.

Physical Demands:

1. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment required repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Board Approved: 2/12/2008

Salary Range: 84

EEO Category: 2B3 – Technical/Paraprofessional