

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TESTING AND ASSESSMENT CENTER SPECIALIST

BASIC FUNCTION:

Under the direction of the Dean, Student Development, oversee District-wide testing and assessment center, provide technical support for the establishment and implementation of District-wide testing and assessment policies and programs, and maintain certified testing center.

REPRESENTATIVE DUTIES:

Maintain District Testing Program changes, updates, editing as required to maintain compliance with current regulations, policies and procedures. (E)

Maintain systems for collecting, evaluating and reporting of data on institutional effectiveness and student outcomes as needed. (E)

Oversee all components of the placement testing programs in district high schools. Maintain day-to-day operations of the authorized Prometric Testing Center according to specifications. (E)

Implement and maintain placement testing policy and programs at a variety of sites. (E)

Install and maintain assessment and research computer hardware and software including network systems and connectivity. (E)

Prepare and disseminate reports to District personnel and appropriate state agencies. (E)

Provide support for developing and implementing surveys as required for reports. (E)

Develop and maintain contact in area institutions to facilitate and support the District's Assessment Program. (E)

Attend various District and statewide meetings as assigned. (E)

Develop and maintain the District's Assessment brochure and WEB page information relating to assessment. (E)

Assist student with assessment issues and provide information on various testing tools such as; GRE, ACT, SAT, CBEST. (E)

Oversee Yuba College Campus Assessment Center, and the staffing and training of student proctors. (E)

Maintain department budget records and property inventory, and reorder all supplies, equipment and materials. (E)

Oversee and proctor the District assessment test and the administration of a variety of other tests, such as finals for District instructors, other colleges and universities, distance education exams and promotion-related exams with the local business community. (E)

Maintain department budget records and property inventory, and reorder all supplies, equipment and materials. (E)

Other related duties as assigned.

KNOWLEDGE OF:

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Word processing, database management, data management systems and spreadsheet software applications.

Basic research and evaluation techniques.

Basic techniques for data collection.

Operation of micro-computers and networking.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Report writing and data presentation.

Generally accepted testing procedures.

The Family Education Right to Privacy Act.

ABILITY TO:

Install software and upgrades.

Maintain computer databases.

Create and maintain necessary documentation files and maintain accurate records of student placement and assessment data.

Operate a microcomputer and applicable software.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written instructions.

Maintain certification as a Prometric Testing Center Administrator and Proctor.

Install and maintain micro-computers, printers, and computer networks.

Prepare reports for District staff and State agencies.

Work cooperatively with others.

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Prepare and deliver oral presentations.

Plan and organize work and provide guidance to student staff.

Learn State and local policies and applicable laws regarding assessment in educational institutions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree and two (2) years experience in related areas such as testing, assessment or computer networks.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

Certificate as a Prometric Testing Center Administrator and Proctor (may obtain within 30 days)

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing and pulling heavy objects.