

**CLASS SPECIFICATION
Assessment Coordinator**

FLSA Status: Nonexempt
EEOC Job Category: Paraprofessional
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, develops, plans, schedules, coordinates, implements and supervises academic, ability-to-benefit, career and/or vocational assessment and testing services for designated student populations; interacts regularly with students, other departments, District administrators and/or outside agencies regarding assessment program/s and placement processes; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assessment Coordinator is responsible for planning, organizing, coordinating and monitoring day-to-day assessment operations, activities and services in an assigned department/program. Assigned work requires an in-depth understanding of assessment policies, practices and procedures; advanced skills to schedule, organize and coordinate multiple testing dates, sites and staff; and an ability to maintain and interpret a large amount of detailed assessment-related data and information. While day-to-day job responsibilities are similar, specific duties are dictated by department/program's core functions and responsibilities and will usually be focused in either the academic or vocational assessment area based on department/program assignment. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, organizes and oversees the day-to-day activities of assessment efforts in an assigned department/program; plans, coordinates, implements, monitors and assists in evaluation of operational procedures and activities; conducts research and analyzes assessment procedures of other college, associations and programs; recommends modifications to existing processes as necessary; trains, schedules, assigns assessment proctors to numerous on- and off-site locations; provides lead work direction to and/or monitors work performance of assessment proctors/counselors/team; may participate in hiring process for designated workers; plans, organizes, coordinates and implements the department or program assessment schedule; coordinates with District staff and/or external agency representatives to develop schedules; communicates schedules on-line and in other media; identifies, secures and coordinates use of locations for all scheduled assessments.
2. Plans, organizes, coordinates, conducts and monitors the administration of academic, ability-to-benefit, vocational, learning disability and other related assessments and tests, according to pertinent

regulations, codes, contracts and District policies and procedures; ensures proper student registration, including the verification of student identity and confirmation of student eligibility; provides necessary accommodations to special populations; monitors assessment team and student compliance with testing rules and procedures.

3. Maintains thorough and accurate data and information, including assessment results, related to assigned department/program's core functions and responsibilities; researches and compiles information for, completes and maintains related data, reports and records, which may include material that is complex or requires interpretation; accesses and utilizes LA County Office of Education, Department of Social Services, District and/or other systems/databases to maintain and update assessment/eligibility information and reports within defined time frames; scans assessments according to District practices and procedures; creates data back-ups; uploads, posts and records placements and other information to District database.
4. Interacts regularly with, provides a wide range of assessment-related information and expertise to and interprets outcomes and results for students, District management, staff, outside agency counselors/representatives and others; responds to requests for information and complaints about assessment placements, rules and procedures; researches and takes or recommends action to resolve issues; distributes assessment tests and/or results to applicable departments and outside agencies within mandated time frames; makes orientation presentations, as assigned.
5. Orders, prepares, distributes, monitors confidentiality of, collects, secures and accounts for assessment/testing materials and supplies; scores tests utilizing electronic scanner; invalidates or excludes tests based on established procedures, guidelines, District policies, practices and legal parameters.

OTHER DUTIES

1. Attends a variety of professional development meetings, conferences, workshops, seminars and training sessions.

QUALIFICATIONS

Knowledge of:

1. Principles and procedures of student academic and/or vocational assessment and scoring, recording and reporting of standardized test results.
2. District policies and procedures related to specific department/program areas of responsibility.
3. Assessment and test administration tools, equipment, forms and reports.
4. Principles and procedures of assessment program coordination and implementation.
5. Practices and methods used to prepare detailed reports.
6. Advanced uses of database and other software to create and maintain documents and materials requiring the interpretation and manipulation of data.

7. Terminology, work processes and local, state and federal requirements applicable to areas of assigned responsibility.
8. Organization, structure and processes of other public agencies pertinent to area/s of responsibility.

Ability to:

1. Plan, organize, coordinate, implement and evaluate daily operations, activities and services of an academic or vocational assessment program.
2. Administer, score and record testing information.
3. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.
4. Prepare, maintain and submit clear and concise reports.
5. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
6. Operate office equipment, including computers and supporting word processing, spreadsheet and database applications.
7. Communicate clearly and concisely, both orally and in writing.
8. Train and provide work direction to others.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with students, District management and staff, external agency contacts and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associates degree in education, social sciences or a closely related field; and at least five years of progressively responsible academic and/or vocational assessment experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands to repetitively finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and may occasionally lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus

Mental Demands

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math/mathematical reasoning; perform highly detailed work on multiple concurrent tasks with constant interruptions, and interact with students, District management, staff, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.