

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **ASSESSMENT AND TESTING SERVICES SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the appropriate supervisor, perform a variety of technical and specialized duties to coordinate assessment testing activities for the District; coordinate the validation of the testing program; perform data gathering, analysis and research to generate reports .

#### **REPRESENTATIVE DUTIES**

1. Perform a variety of technical and specialized duties to coordinate testing activities including installation of software, maintenance of databases, testing research and outreach testing services.
2. Install and maintain assessment testing software; organize and maintain student database related to assessment testing; upload scores to database from various sources.
3. Troubleshoot assessment testing software problems while administering and researching computerized testing.
4. Gather data from various database sources; tabulate, analyze and format data into tables and charts; translate findings into clear and concise reports; present data to faculty, staff and administrators; and make recommendations accordingly for District and grant funded programs.
5. Coordinate, schedule and conduct outreach assessment testing; install testing software; report scores to Counselors; inform students of enrollment procedures.
6. Administer tests to students as assigned; schedule testing services; establish appointment books for testing.
7. Coordinate the testing program validation process; liaise with faculty, staff and administrators; gather data and prepare reports as requested by programs and departments.
8. Prepare and disseminate information regarding assessment testing; communicate the testing schedule to staff and students; serve as communication liaison for the testing program assuring its proper relationship to the counseling and overall matriculation process.
9. Perform clerical and public contact work in support of the assessment testing process.
10. Prepare regular and special reports as requested from various databases including reports regarding the overall testing program.
11. Prepare and place orders for educational testing software; order proper number of tests and test items.
12. Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Computer software and hardware installation, operation, and maintenance; techniques to diagnose computer hardware, software, and internet web based programs, remote

and wireless access problems; Microsoft Office Suite, data mining and statistical applications; applicable federal and State regulations; statistical analysis practices and procedures; Federal and State regulations related to areas of assessment and research; modern office practices, procedures and equipment; record-keeping techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy; research procedures and methodologies, statistical analysis and report writing.

**Ability to:** Install computer software; diagnose and troubleshoot computer software problems; operate computers, peripheral devices and software applications including statistical analysis, and Excel and data mining with advanced proficiency ; work in coordination with Information Services and Institutional Research; analyze data and recognize trends; communicate effectively both orally and in writing to exchange information in person and on the telephone; maintain records, prepare reports and make presentations; prepare graphs and charts ; understand and work within established guidelines and regulations; communicate information to staff, students and public; prioritize and schedule work; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student information; work independently with little direction; sit for extended periods of time; bend at the waist, kneel or crouch, lift 25 pounds.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: Bachelor’s degree including coursework in or experience working with statistics and four (4) years responsible work experience in the following areas utilizing data mining applications, commercial or institutional research, or assessment testing and evaluation.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license. Hold or ability to obtain Ability to Benefit (ATB) test certification from the College Board Accuplacer.

**WORKING CONDITIONS**

**Environment:** Office, lab and classroom environments. Constant interruptions. Travel is required.

**EMPLOYMENT STATUS**

Bargaining Unit Position