

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: ASSESSMENT SPECIALIST**

**SALARY TABLE: 29**

**SALARY RANGE: 28**

### **BASIC FUNCTION:**

Under the direction of the Dean-Educational Programs, perform a variety of technical duties involved in administering, scoring and processing a variety of assessment tests to assure proper student placement in English, math and other designated classes; provide technical information and assistance concerning assessment tests and student enrollment functions; assist with the student placement process by reviewing and processing student transcripts.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Administer and monitor students during assessment tests; distribute and collect assessment tests; provide assessment test instructions and assistance to students; seat students and verify student identifications; assure students possess appropriate paperwork; explain and assure student compliance with established testing policies, procedures, rules, time lines and requirements.

Serve as a technical resource to students, parents, faculty and staff concerning student assessment tests, placement and enrollment functions; respond to inquiries and provide detailed and technical information concerning related processes, standards, practices, scores, requirements, time lines, policies and procedures; greet and assist visitors at the walk-up window and answer telephone calls.

Assist with the student placement process; review transcripts and course descriptions to determine if English and math courses meet transfer requirements; assist in assuring students are enrolled and placed properly according to established requirements and procedures; prepare placement paperwork and submit to appropriate administrators.

Collect and review forms and applications related to assessment tests for accuracy, completeness and compliance with established requirements; assist students with completing forms as needed; distribute orientation information to new students as needed; verify accuracy of student information used in enrollment procedures.

Score assessment tests according to established procedures; determine and assure proper distribution of test results according to established time lines; explain test results as requested; prepare tests for staff and faculty grading and assure graded tests are returned in a timely and secure manner; count, verify and file tests and related paperwork; receive and process test results from outside agencies.

Input student, assessment, placement, test result and a variety of other data into an assigned computer system; establish and maintain automated records and files; assure test scores are posted to automated student records according to established time lines; initiate queries and generate computerized reports; verify and assure accuracy of input and output data.

**August 2020**

**Ewing Consulting Services**



Prepare and maintain a variety of records, reports and files related to students, assessment, tests, forms, applications, transcripts, appointments, placements and assigned activities; prepare and distribute a variety of correspondence, lists, appointment tickets and informational materials.

Prepare equipment, computer labs and other facilities for assessment tests; turn computers on and off before and after tests; assure adequate and appropriate testing supplies, appointment tickets and enrollment, orientation and placement materials for testing activities.

Explain petitions, transfers, prerequisites, testing alternatives, disabled student accommodations and appointments as requested; refer students to other departments and personnel as needed.

Communicate with students, College personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate copiers, computers, designated software, peripherals and a variety of audio-visual equipment.

Maintain testing facilities in a neat, clean, secure and orderly condition.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Practices, procedures and techniques involved in administering, scoring and processing a variety of assessment tests to assure proper student placement in College courses.

Basic College and State standards and requirements concerning student assessment, placement, transfers and enrollment.

Educational testing principles, practices and theories.

Policies and objectives of assigned programs and activities.

Data control procedures and data entry operations.

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

Oral and written communication skills.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public speaking techniques.

Arithmetic computations.

**ABILITY TO:**

Perform a variety of technical duties involved in administering, scoring and processing a variety of assessment tests to assure proper student placement in English, math and other designated classes.

Serve as a technical resource to students, parents, faculty and staff concerning student assessment tests, placement and enrollment functions.

Assist with the student placement process by reviewing transcripts and course descriptions to determine if English and math courses meet transfer requirements

Learn, interpret, apply and explain laws, rules, regulations, policies, standards, requirements and procedures.

Learn principles, practices and procedures involved in placing and enrolling college students.

Provide assessment test instructions to students.

Collect and review forms and applications related to assessment tests for accuracy and completeness.

Prepare equipment, computer labs and other facilities for assessment tests.

Work independently with little direction.

Meet schedules and time lines.

Operate a computer and assigned software.

Prepare and maintain manual and automated records and reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in mathematics, statistics, English or related field and one year experience working with assessment tests or related functions.

**ENVIRONMENT:**

Indoor work environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and monitor testing activities.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Reaching, overhead, above the shoulders and horizontally to retrieve supplies.

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Walking to monitor testing activities.