

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: ASSESSMENT COORDINATOR**

**SALARY TABLE: 29**

**SALARY RANGE: 36**

### **BASIC FUNCTION:**

Under the direction of the Dean-Educational Programs, oversee and participate in administering, scoring and processing a variety of assessment tests to assure proper student placement in English, math and other designated classes; coordinate schedules, information, communications, record-keeping functions and staff to meet College assessment needs and assure smooth and efficient activities; train and provide work direction and guidance to designated staff.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Oversee and participate in administering, scoring and processing a variety of assessment tests to assure proper student placement in English, math and other designated classes; assist in establishing and maintaining related time lines and priorities; assure assessment activities comply with related standards, requirements, time lines, laws, codes, rules, regulations, policies and procedures.

Coordinate schedules, record-keeping functions and staff to meet College assessment needs and assure smooth and efficient activities; develop and maintain testing, computer lab, faculty reader and staff schedules; monitor and coordinate activities to assure assessment activities are completed in an accurate and timely manner; assure proper and timely resolution of related issues and conflicts.

Serve as a liaison and coordinate assessment communications and information between various departments, personnel, faculty, administrators, students, high schools, colleges and various outside agencies; collaborate with others in the development and implementation of short-term and long-term student assessment plans, goals, objectives, calendars, services and activities.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; assist with recruitment activities as required; assure staff understanding of assessment guidelines and requirements; process employee timesheets.

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.

Oversee and participate in the input of 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

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queries and generate computerized reports; verify and assure accuracy of input and output data.

Coordinate and participate in the scoring and processing of assessment tests according to established procedures; determine and assure proper distribution of test results according to established time lines; 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.

Compile and analyze a variety of student and assessment data; oversee and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to students, tests, forms, applications, transcripts, petitions, appointments, placements and assigned activities; oversee the establishment, maintenance and purging of assessment filing systems.

Collaborate and confer with faculty, staff and administrators in the development and maintenance of assessment, orientation and enrollment and related calendars; submit calendars for approval; arrange related meetings and prepare calendar information for publications; update website with calendar information as needed.

Oversee and participate in administering and monitoring 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 and requirements.

Assist with the student placement process; review transcripts and course descriptions to determine if English and math courses meet transfer requirements; oversee and participate in the collection and review of forms and applications related to assessment tests for accuracy and completeness.

Monitor and assess student assessment functions for educational effectiveness and operational efficiency; assist in the development and implementation of practices, policies and procedures to enhance the educational effectiveness and operational efficiency of student assessment functions.

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, coordinate activities and resolve issues or concerns; prepare, distribute and proofread a variety of correspondence, lists, appointment tickets and informational materials.

Assist in developing and maintaining the budget for assessment activities; monitor expenditures to assure they do not exceed established limitations.

Operate copiers, computers, designated software, peripherals and a variety of audio-visual equipment; arrange for equipment maintenance and repairs as needed.

Monitor inventory levels of office and assessment supplies; order, receive and maintain adequate inventory of supplies.

Attend and participate in various meetings and committees as assigned.

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**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.

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

Principles, practices and procedures involved in placing and enrolling college students.

Applicable laws, codes, rules, regulations, policies and procedures.

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.

Principles of training and providing work direction.

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 including elementary statistical methods.

**ABILITY TO:**

Oversee and participate in administering, scoring and processing a variety of assessment tests to assure proper student placement in English, math and other designated classes.

Coordinate schedules, information, communications, record-keeping functions and staff to meet College assessment needs and assure smooth and efficient activities.

Train and provide work direction and guidance to designated staff.

Collaborate with others in the development and implementation of short-term and long-term student assessment plans, goals, objectives, services and activities.

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

Coordinate activities to assure assessment activities are completed in an accurate and timely manner.

Participate in the development and maintenance of assessment, orientation and enrollment calendars.

Assure proper and timely resolution of assessment issues and conflicts.

Oversee and participate in administering and monitoring students during assessment tests.

Work independently with little direction.

Meet schedules and time lines.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Oversee and participate in the preparation and maintenance of various manual and automated records, reports and files.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in mathematics, statistics, English or related field and two years increasingly responsible experience working with assessment tests in a College environment.

**WORKING CONDITIONS:**

**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.