STATE CENTER COMMUNITY COLLEGE DISTRICT
ASSESSMENT TECHNICIAN

DEFINITION

Under direction assists in planning, developing, and implementing student assessment programs and activities.

DISTINGUISHING CHARACTERISTICS

This classification performs difficult and complex testing and statistical reporting duties in accordance with general instructions or established procedures. This position may require lead responsibilities. This position differs in the complexity of the assignments and the employment of statistical and testing standards.

EXAMPLES OF DUTIES

Duties include the planning, developing, and organizing of student assessment programs and activities, coordinates and leads the implementation of complex testing programs, serves as liaison to various instructional and support service departments and local high schools, gathers data and performs difficult and specialized statistical work, develops and maintains assessment records and student data, supplies information involving facts and interpretation. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree.

Experience: Responsible experience in educational testing, statistics, or data processing.

Knowledge and Abilities: Knowledge of modern office procedures and practices, statistical methods, assessment methods and college assessment uses. Skill to gather, analyze, and interpret statistical information relating to assessment procedures and results, plan, coordinate and conduct a variety of complex assessment activities, develop and coordinate publicity for assessment activities, format data, maintain complex records and prepare reports, assist data processing staff in developing programs for assessment operations, and skill to accurately type at a sufficient speed to maintain work flow. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.

Approved: June 17, 1991
Salary Range: 57
Revised by PC August 21, 2012