STATE CENTER COMMUNITY COLLEGE DISTRICT
ASSESSMENT COORDINATOR

DEFINITION

Under direction coordinates the planning, development, and implementation of 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 requires lead responsibilities. This position differs from lower levels by the responsibility for and knowledge of assessment programs, the complexity of the assignments, the employment of statistical and testing standards, and problem solving.

EXAMPLES OF DUTIES

Duties may include but are not limited to: exploring options, planning, developing, organizing and leading the implementation of student assessment programs and activities in accordance with college/district, state, federal and commercial testing program specifications; coordinating with various instructional and support service departments and local high schools to ensure student access to assessment; leading the implementation of complex testing programs; serving as liaison to various instructional and support service departments and local high schools; generating data and performing difficult and specialized statistical work; developing and maintaining assessment and student databases; providing assessment reports to appropriate parties; assisting with program specific research requirements including making recommendations and implementing solutions. Screening, selecting, training, evaluating, and providing work direction for student workers and staff. May perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Bachelor’s degree.

Experience: Responsible program coordination experience including: assessment testing and evaluation, statistics, or data processing; advertising and promoting programs and activities; and interviewing and scheduling staff.

Knowledge, Skills, and Abilities:

Knowledge of:
- Principles and techniques of assessment and proficiency testing.
- 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; prepare reports; and assist data processing staff in developing programs for assessment operations.

Organize and provide programmatic coordination in assigned functional areas

Serve as the District’s representative in meetings and functions related to assessment

Ability to:

Learn, apply, and utilize hardware and specialized software applications to create spreadsheets, databases, and produce reports; communicate effectively both orally and in writing; give clear and concise instructions; communicate with individuals for whom English is not a primary language; and employ proper English usage, spelling, grammar, and punctuation

Direct the daily operation of the Assessment Center and appropriately interact with a diverse population to include students, staff, faculty, and the public; assign, monitor, and review the work of others; receive and follow instructions; and learn and apply college and district policies and procedures