West Valley - Mission
Community College District

Class Specification

Educational Testing Specialist

Classified Position (Non-Exempt Status)
Classified Office, Technician & Business Services Salary Schedule – Range 60

Definition

To administer placement tests to students on a community college campus; to maintain and update student records in a variety of databases; research documents, and to provide technical support to an assigned manager.

Distinguishing Characteristics

This is the journey level in the single level Educational Testing Specialist class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

Supervision Received and Exercised

Receives general supervision from an assigned manager or director.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Administer various placement and proficiency tests to community college students; supervise testing site and maintain test security and integrity.
- Maintain, disseminate, and interpret test results; update and compile test data for a variety of reports.
- Assist the manager or director in the development of policies, procedures, and a variety of forms and documents; disseminate program information to students.
- Coordinate and maintain computerized testing center; assist students with testing equipment and software; troubleshoot and install testing software; coordinate with information technology staff and outside vendors for repair and updates; creates procedures.
- Research and clear pre-requisites for students; review and evaluate transcripts from other colleges for pre-requisite information; enter pre-requisite data into student records.
- Schedule and organize off-site placement tests to high school seniors and adult education students and install computerized placement tests in computer labs at local high schools; administer placement tests including disseminate information and instructions to students.
- Provide information and assistance to students regarding testing schedules, procedures, requirements, and results.

- Maintain records and prepare complex reports related to program participation, services provided, and inventory of testing equipment and supplies.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of test administration, proctoring, and security.
- Pertinent federal, state, and district laws and regulations related to testing and assessment.
- Computerized and web-based testing and assessment modules.
- Methods and techniques of research and data collection.

Ability to

- Administer and score a variety of standard and specialized college placement tests.
- Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve equipment, operations and procedures; understand, interpret and explain program policies and procedures; explain operations and problem solve issues for the public and with staff.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Provide testing information and assistance to students.
- Maintain testing data and records; gather, compile, and interpret data for various reports.
- Troubleshoot computers, printers, and relevant testing software programs.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Two years of responsible technical testing experience in an educational setting.

Education

Equivalent to an Associate’s degree from an accredited college with major coursework in computer science or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver’s license.

EEO Category: Technical/Paraprofessional
Approved Date: July 01, 2017