

CLASS TITLE: ASSESSMENT ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize and coordinate student assessment testing activities; administer, score and record standardized group academic achievement tests at various District locations; explain test procedures and appropriate policies and regulations.

REPRESENTATIVE DUTIES:

Plan, organize and coordinate the administration of student achievement, placement and proficiency assessment tests for matriculation and other programs for small and large groups; assure adequate facilities, materials and proctoring; determine eligibility of students. **E**

Administer, score and record standardized group academic achievement tests at various District locations; provide assistance and information to students, administrators, school personnel and the public concerning testing programs. **E**

Register current and prospective students for a variety of placement, proficiency and achievement tests; check identification as required; collect and account for test fees. **E**

Distribute and collect testing materials; provide instructions and proctor tests; assure compliance with established testing requirements, regulations and procedures; exclude or invalidate tests as appropriate. **E**

Score tests manually or with computerized scoring equipment; enter test results and related data in the computer; generate records and statistical reports in accordance with State requirements and District requests. **E**

Maintain current knowledge of testing requirements and regulations issued by the State or other agency; coordinate and participate in conferences and training workshops. **E**

Distribute test records to school personnel and students; issue routine printouts and respond to special requests; provide explanatory information as needed; maintain appropriate confidentiality of information. **E**

Perform general clerical duties as needed; compose, type and proofread various types of correspondence; organize and maintain a variety of files and records related to assigned activities. **E**

Serve as the receptionist; answer telephones and greet visitors; take and relay messages as appropriate; receive, sort and route incoming mail. **E**

Representative Duties (continued):

Train and provide work direction to student assistants.

Assist in budget preparation as assigned; prepare cost estimates and submit justifications for budget items as needed.

Assure the ordering inventory and security of testing supplies.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Test administration and scoring.

Procedures followed in the administration, scoring, recording and reporting of standardized test results.

Operation of a computer terminal and data entry techniques.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Oral and written communication skills.

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

Laws, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Principles of training and providing work direction.

Telephone techniques and etiquette.

Basic budgeting practices.

ABILITY TO:

Plan, organize and coordinate student assessment programs and activities.

Administer, score and record testing information.

Interpret, apply and explain District assessment policies and procedures.

Interpret, apply and explain laws, rules and regulations related to assigned activities.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Maintain records and files.

Work confidentially with discretion.

Meet schedules and time lines.

Work independently with little direction.

Understand and follow oral and written instructions.

Operate a variety of office equipment.

Operate a computer to enter data and generate reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Answer telephones and greet the public courteously.

Assist in budget preparation.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree and three years of administering, scoring and/or recording testing information.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>25</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>25</u> lbs. |
| <u>3</u> | j. | Ability to operate office equipment. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.