

Position: Testing Technician	Position Number: 27
	BD: 07/18/12

Summary

Coordinates and administers academic assessment tests. Prepares preliminary placement reports. Ensures integrity and control of testing materials.

Distinguishing Career Features

This position requires a demonstrated ability to administer, score, and assess a full range of placement tests.

Essential Duties and Responsibilities

- Administers a variety of educational assessment instruments aimed at identifying academic level. Proctors students during testing.
- May administer a variety of tests on behalf of faculty for scheduled and on-line courses. Ensures proper testing environment and document control.
- Provides data to assist counselors, faculty and other specialists in assessment instruments. Confers with specialists to determine specific needs of students. Schedules appointments for students needing further testing and assessment.
- Score tests manually and by using a computer and specialized software. Updates student files and records. Monitor and maintain related student lists.
- Provides and explains test results to students in person. When administering assessment tests, reviews student transcripts from other schools to make preliminary selection of instruments.
- Converts testing and assessment scores to existing student data files.
- Schedules initial testing appointments. Distribute reminders to students that miss scheduled appointments. Works with students to alleviate test anxiety. Enforces testing policies.
- Compiles data for reports used in institutional research and for state agencies,
- Prepares statistical reports related to testing program, including numbers of students, number of tests given and types of tests. Maintains up to date records, creates and distributes reports.
- Oversees, trains, and schedules student workers. Writes procedures for student employees.

- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Qualifications

▪ Knowledge and Skills

The position requires working knowledge of State and District assessment and testing procedures, practices and protocols. Requires knowledge of various assessment materials sufficient to assist students to understand intent and appropriately respond to test instruments. Requires knowledge of office and lab organizational techniques, methods, and procedures. Requires working knowledge of computer-aided instruction and testing techniques and applications, microcomputer software installation procedures and uses. Requires working knowledge of the use of spreadsheets and/or databases for storing and transferring data. Requires knowledge of community college enrollment practices, including eligibility requirements for priority registration. Requires knowledge of proper English language composition, syntax, grammar, usage, vocabulary, spelling and punctuation sufficient to compose specialized correspondence. Requires sufficient math skills to perform basic business computations, record statistical data, and follow budget and purchasing procedures. Requires sufficient human relation skills to facilitate group processes, deliver presentations, and explain technical concepts to students with diverse backgrounds.

▪ Abilities

Requires the ability to instruct and provide technical testing assistance to students of diverse backgrounds, abilities, skill levels, and learning styles. Requires the ability to analyze individual student skill levels and needs. Requires the ability to schedule, sequence, and implement work activity, independently and/or collaboratively with a variety of staff. Requires the ability to download and convert data from one source to another. Requires the ability to administer, monitor, and score, standardized assessments. Requires the ability to maintain privacy with student information. Requires the ability to maintain complete and accurate files and records. Requires the ability to train and oversee lower level staff and student help. Requires the ability to maintain productive and cooperative working relationships with others.

▪ Physical Abilities

Requires sufficient ambulatory ability to move to, stand and sit at a workstation for intermittent periods of time. Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard and other office equipment. Requires the intermittent ability to lift, pull, or push lightweight (up to 40 pounds) materials and equipment around classroom/laboratory environs and into and out of storage or filing areas. Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings, and distinguish sound prompts from equipment. Requires visual acuity to read printed materials and computer screens and to observe students perform tests in classroom, laboratory, and tutorial settings.

▪ Education and Experience

The position requires an Associate's degree in psychology, education, or a related field and one year of assessment and testing experience. Additional experience may substitute for some higher education.

- **Licenses and Certificates**

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.