

**Job Description/Title:** Assessment Specialist  
**Approved, Bargaining Unit President:** reclassification committee 4/10  
**Approved, MPC Associate Dean, Human Resources:** 4/10  
**Board Approved:** 7/30/2010

## MONTEREY PENINSULA COLLEGE

### ASSESSMENT SPECIALIST

#### **JOB SUMMARY**

Under general supervision, plan, develop and implement testing and assessment programs for MPC Students. Receive limited supervision within a broad framework of standard policies and procedures. Develop and maintain assessment records and student data; serve as proctor for special testing; interpret and supply testing information to other college departments.

#### **EXAMPLES OF FUNCTIONS**

##### **Essential Functions**

Oversee and participate in administering, scoring and processing a variety of assessment tests to assure proper student placement in designated classes; assist in establishing and maintaining related timelines and priorities; assure assessment activities comply with related standards and requirements.

Oversee and administer assessments to students; monitor students during testing; assure student compliance with policies, procedures and requirements.

Assist in the design, implementation, administration, evaluation, and revision of assessment /testing operations; monitor assessment functions for effectiveness and efficiency.

Organize, schedule, administer, and monitor the testing of extension programs, including alternatives and accommodations, for various academic departments.

Assist with student placement process by evaluating student transcripts related to prerequisite requirements for English and mathematics courses.

Coordinate assessment/testing services with the Counseling office, Admissions Office, Information Systems Department and various academic services; submit and maintain calendars related to the functions of the department; update website information as needed.

Assist with Registration; provide placement information.

Oversee and participate in the scoring and processing of assessments according to established procedures; determine proper distribution of results; prepare assessments for grading; organize and disseminate placement results; interpret rules and regulations for this assignment.

Perform wide variety of clerical, administrative support and technical activities for the Matriculation Program and Records; prepare reports and summaries from source data using appropriate word processing, spreadsheet and/or database programs as required.

Act as a source of information to students, faculty and staff, and the public regarding assessment tests and placement, college Matriculation policies, requirements and procedures, including delivering presentations and workshops.

Oversee and participate in the accurate input of student, assessment, placement, test results and a variety of other data into appropriate databases; establish and maintain automated records and files; post test scores to automated student records; initiate queries and generate reports; analyze data as requested; purge files as necessary; process, record and file a variety of documents involving the administration of college wide assessment/testing service.

Administer/monitor the U.S. Constitution Test and other tests as needed, Extension programs, A.C.T., S.A.T. and P.S.A.T results; hire and monitor proctors.

Recruit, interview, screen and supervise students and temporary short-term employees; train and provide work direction and guidance to assigned staff; schedule staff as needed; monitor work product to ensure compliance with standards; maintain records of hours worked.

Coordinate assessment publicity with college information service departments; schedule the use of testing facilities and other classrooms; prepare script for test administrators; prepare and organize assessment/test materials.

Record/retrieve data to be used in evaluation of assessment/testing program; compile data for statistical analysis.

Monitor inventory levels of office and assessment supplies; order, receive and maintain adequate inventory of supplies.

### **Other Functions**

Perform other related duties as assigned.

Assist in developing and maintaining assessment budget; monitor expenditures to remain within budget allocations.

Attend statewide assessment and matriculation related meetings.

Serve on committees as needed.

## **EMPLOYMENT STANDARDS**

### **Education and Experience**

Any combination of training and experience, which would indicate possession of the knowledge, skills and abilities, listed herein. Completion of approximately two years of college level courses in computer science, statistics, tests and measurements or the equivalent, and two years of recent experience that would demonstrate proficiency in administering or monitoring assessment/testing sessions and records management techniques.

### **Knowledge**

Knowledge of: methods of collecting and organizing data and information; statistical methods in assessment; assessment processes; educational programs and organizations; records management techniques; current office management practices including filing systems, letter and report writing; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job; public and human relations skills.

### **Abilities**

Ability to: coordinate, plan and organize work, gather, analyze and interpret test results; learn, understand, apply, and communicate applicable laws, rules, regulations, procedures, and policies; maintain currency of information regarding assigned programs and tasks; prioritize tasks and do several tasks simultaneously; conduct assessment activities; understand and independently carry out oral and written instructions; compile and maintain accurate and complete records; gather, compile and assemble source data; efficiently prepare accurate reports and correspondence; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports,

spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; train and provide work direction to student workers and temporary staff; communicate effectively in both oral and written form; use appropriate and correct English grammar, spelling, and punctuation; perform arithmetical calculations with speed and accuracy; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

**PHYSICAL EFFORT/WORK ENVIRONMENT**

Light to moderate physical effort; occasional standing or walking; periodic handling of parcels up to 30 pounds. Indoor work environment.