



## Position Description

Position: Testing Technician	
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 33

### **Summary**

Coordinates and administers a variety of psycho-education, career assessment, and academic tests and self-discovery batteries. Prepares preliminary diagnoses. Ensures integrity and control of testing and diagnostic materials.

### **Essential Duties and Responsibilities**

- Administers a variety of psycho-educational assessment tests aimed at identifying academic level, learning style, aptitude, and learning disabilities. Observes and document student behavior and responses during the testing procedure.
- Administers 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 assessing tests. Confers with specialists to determine specific needs of students. Schedules appointments for students needing further testing and assessment.
- Scores tests manually and by using a computer and specialized software. Updates student files and records. Monitor and maintain related student lists.
- Conducts preliminary assessment based on test results and observations of student behavior.
- Provides and explains test results to students on the telephone or in person. When administering assessment tests, reviews student transcripts from other schools to make preliminary determination of tests.
- Contacts and interviews new referrals for testing. Schedules initial testing appointments. Distribute reminders to students that miss scheduled appointments.
- 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.
- Maintains inventory of tests, testing supplies and general office supplies. Includes contacting suppliers and preparation of purchase orders.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **• Knowledge and Skills**

Requires in-depth knowledge of state and District testing procedures, practices and protocols. Requires knowledge of various assessment and career inventory 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.



## Position Description

Requires knowledge of proper American 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 relations skill to facilitate group processes, deliver presentations, and explain technical concepts to students with diverse backgrounds.

- **Abilities**

Requires the ability to independently perform the duties of the position, following well-defined policies and procedures.

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 recognize student needs and assist them with establishing individual educational goals.

Requires the ability to administer, monitor, and score, standardized assessment, interest, and other tests.

Requires the ability to maintain confidentiality 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.

- **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**

An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of academic testing experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of academic testing experience

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.