

BILINGUAL ASSESSMENT PROCTOR
(Classified Bargaining Unit Position)
(Range 25)

DEFINITION

Under the direction of the Director of Counseling and the Student Success and Support Program, perform a variety of technical duties involved in administering, scoring and processing a variety of assessment tests to assure proper student placement in English, English as a Second Language, math and other designated classes; provide technical information and assistance concerning assessment tests; assist with online orientation access and completion, and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Bilingual Assessment Proctor is distinguished from other positions in that the incumbent will administer tests at all educational sites and off-campus locations, provide support for distance education students, perform technical work associated with the processing of assessment results, and monitor the lab for online orientation activities as related to the Student Success and Support Program.

The incumbent in this position will promote student learning outcomes by ensuring that the delivery of assessment tests is conducted in a reliable, valid, and standardized manner.

ESSENTIAL FUNCTIONS

- Administer and monitor students during assessment tests at the San Luis Obispo Campus, North County Campus, and South County Centers as well as at other off-campus locations; provide support for distance education students; distribute and collect assessment tests; provide assessment test instructions and assistance to students; seat students and verify student identifications; assure students possess appropriate paperwork; explain and assure student compliance with established testing policies, procedures, rules, time lines and requirements;
- Collect and review forms and applications related to assessment tests for accuracy, completeness and compliance with established requirements; assist students with completing forms as needed; distribute orientation information to new students as needed;
- Score assessment tests according to established procedures; determine and assure proper distribution of test results according to established time lines; explain test results as requested;
- Input student, assessment, placement, test result and a variety of other data into an assigned computer system; establish and maintain automated records and files; assure test scores are posted to automated student records according to established time lines; initiate queries and generate computerized reports; verify and assure accuracy of input and output data;
- Prepare equipment, computer labs and other facilities for assessment tests; turn computers on and off before and after tests; assure adequate and appropriate testing supplies, orientation and placement materials for testing activities;
- Explain testing alternatives, disabled student accommodations and appointments as requested;

- Monitor the lab for online orientation activities related to the Student Success and Support Program;
- Refer students to proper support services as needed;
- Translate assessment and online orientation documents into Spanish;
- Assist with other District translations as needed;
- Communicate with students, College personnel and various outside agencies to exchange information and resolve issues or concerns;
- Operate copiers, computers, designated software, peripherals and a variety of audio-visual equipment;
- Maintain testing facilities in a neat, clean, secure and orderly condition; and
- Perform other related duties as required.

QUALIFICATIONS

Education:

Required

- Minimum high school graduate or equivalent;
- Bilingual in English and Spanish (oral and written).

Preferred

- Associate degree;
- Coursework in mathematics, statistics, English or related field.

Experience:

Required

- One year of experience working with assessment tests or related functions.

Knowledge of:

- Practices, procedures and techniques involved in administering, scoring and processing a variety of assessment tests to assure proper student placement in College courses;
- Educational testing principles, practices and theories;
- Policies and objectives of assigned programs and activities;
- Data control procedures and data entry operations;
- Oral and written communication skills;
- Record-keeping and report preparation techniques;
- Interpersonal skills using tact, patience and courtesy;
- Public speaking techniques;
- Arithmetic computations;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary; and
- District policies and procedures.

Ability to:

- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

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