RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION

JOB TITLE: Assessment Testing Coordinator

BASIC FUNCTION: Under the supervision of the Associate Vice Chancellor of Student Services, provides leadership in district-wide and campus-specific Assessment testing and activities; acts as a District assessment liaison to faculty, campus departments, and other educational institutions; manages data, performs reporting and research, monitors new technologies; and is responsible for the quality, consistency and complexity of assessment testing throughout the District.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Establishes, monitors, evaluates, and revises assessment testing procedures and procedure manual.
2. Ensures communication between the Assessment Labs at each Campus/College and Learning Center.
3. Assists assessment testing staff in advising students and administering tests in the Assessment Center.
4. Provides leadership in the area of assessment testing and conducts regular and as-needed training sessions across the District.
5. Works with campus Assessment Educational Advisors in establishing, executing and evaluating yearly events/processes such as program review and high school testing.
6. Assists in budget planning, materials ordering and use, staffing and test scheduling.
7. Collects, processes and maintains all data related to assessment testing in extensive, networked database.
8. Verifies accuracy and preserves integrity of data, establishes user security access for database, correlates and analyzes data for various reports, and conducts research directly related to assessment testing statistics.
9. Acts as applications specialist in the field of assessment testing by providing support and troubleshooting existing computer programs and evaluating new technology for proposed adoption of hardware or software.
10. Performs various programming tasks, including authoring and maintaining complex logic rules associated with computerized placement testing, designing new database functions and user interfaces, and reprogramming database functions.
11. Coordinates with Institutional Research and faculty to maintain compliance with California Chancellor's Office requirements for approved test instruments.
12. Facilitates District efforts with mathematics, reading, English, and ESL disciplines to develop and implement a cut-score validation process.
13. Collaborates with disciplines to establish retest, appeals, and challenge policies.
14. Assists in research development, implementation, and evaluation of proposed pilot projects, services, and programs related to assessment testing.
15. Serves as RCCD Assessment Testing representative with district and campus/college departments, state agencies, community colleges and local adult schools and high schools.
16. Maintains an understanding of current ideas, research, practices and federal and state regulations related to assessment testing through continued study and participation in national and state professional organizations.

17. Reviews RCCD published materials, drafts any necessary changes to assessment testing information, and maintains information on the RCCD Assessment website.
18. Participates in District-provided in-service training programs.
19. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
20. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution is required. A master's degree is preferred.

EXPERIENCE: Five years of progressive responsibility in administering, coordinating, configuring, and troubleshooting online testing, including database administration and data correlation.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: PC-based word processing and spreadsheet programs, database administration processes, student records systems, student appointment systems, configuring of web browsers and troubleshooting Internet technical issues. Must have _advanced_ knowledge of typical PC-based database programs and some programming knowledge such as the drafting of logic statements and/or programming with Visual Basic. Must also possess excellent customer service skills.

ABILITY TO: Maintain effective working relationships with other staff, faculty, and public; Ability to adapt to and quickly learn new computer programs.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Students, co-workers, and other departmental personnel.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.

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