

Create and send correspondence; prepare assessment packets; prepare bulk mailings; send reminder notices as needed. *E*

Communicate with various departments and outside organizations to exchange information, resolve issues or concerns, and coordinate activities. *E*

Track students taking STAAR assessments through the Counseling 21/Orientation; prepare and maintain related records. *E*

Participate in various special projects as needed.

Design databases and formulate reports related to STAAR assessments and other tests, and Counseling 21: Orientation.

Prepare and review short and long term goals and objectives for the assessment component of matriculation.

Maintain proper testing environment on site and off site; assure compliance with testing standards.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Administration procedures of a variety of assessments and tests.

Policies and procedures related to matriculation.

Student rights, including law of privacy and Chancellor-approved assessments for community colleges.

Operation of a computer and assigned software.

Record-keeping techniques.

Interpersonal skills including tact, patience and courtesy.

Modern office practices, procedures and equipment.

Technical aspects of field of specialty.

Diverse academic, socioeconomic, cultural, linguistic, disabilities and ethnic backgrounds of community colleges. *E*

- Create and provide informational materials.
- Evaluate and update assessment and testing procedures.
- Make oral presentations and prepare related materials.
- Maintain confidentiality of sensitive information.
- Work independently with little direction.
- Prepare and maintain records and reports related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and three years experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office and classroom environments.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Lifting, carrying, pushing or pulling moderately heavy testing materials.
- Sitting or standing for extended periods of time.
- Bending at the waist or kneeling to file and retrieve records.