

<b>Location:</b>	<b>Metropolitan Education District Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>SVAE Principal</b>
<b>Classification:</b>	<b>Classified, CSEA Bargaining Unit</b>
<b>Date Approved:</b>	<b>1/20/2016</b>
<b>Dates Revised:</b>	
<b>Position Control:</b>	<b>Pending #, Salary Schedule 2, Range 22, 9.5 or 10.25 or 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under limited supervision of designated supervisor, will assist programs at designated sites with orientation, appraisals and assessment of students and does a variety of technical clerical duties.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Complete training and certification requirements as proctor, coordinator, and/or any other assessments used, i.e. EL Civics Citizenship tester
- Register / orient students for individual and group testing sessions
- Administer and proctor group and individual testing sessions; verify student identity
- Receive, log, and file tests from campus faculty; return completed tests to faculty in a secure manner
- Review guidelines, policies and instructions related to tests; assist students in interpreting test instructions
- Administer and proctor group-testing sessions
- Sort placements tests; review information for accuracy and completeness; correct forms as necessary
- Set up student with correct test
- Orients individuals or small groups on proper process for insuring collection of accurate data
- Maintains inventory of tests and/or registration materials and orders needed replacements
- Provide clerical assistance where needed
- Complies with all assessment policy procedures
- Schedules CASAS e-test sessions or any other assessment
- Creates post-testing student list for teachers
- Conducts e-test sessions and manual testing
- Communicates and provides scores to students
- Assists in implementing assessment practices and operating procedures.
- Conducts CASAS and other assessments by verifying candidates identity and application accuracy, monitor testing and performance to ensure individual test results
- Reports to office test results for proper placement into adult classes

**AREAS OF RESPONSIBILITIES/DUTIES (continued):**

**Essential Functions:**

- Provides information to staff and students on testing procedures
- Performs a variety of technical record-keeping

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- District assessment policies and procedures
- Proper English usage, grammar, punctuation, vocabulary, and spelling;
- District rules, regulations, policies and procedures
- Bilingual ability in specified language skills desirable; Spanish, Vietnamese, Chinese
- Computer operations and terminology
- Basic knowledge of student attendance system and reports
- Knowledge of state and federal mandated assessment policy and procedures

**Ability to:**

- Learn assessment and orientation policies and procedures
- Perform work and make calculations with speed and accuracy
- Interpret and apply District rules and policies with good judgment
- Communicate effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, patience, tact, courtesy and firmness
- Understand and carry out oral and written instructions
- Diagnose student strengths and weaknesses to monitor and report progress
- Certify student mastery at specific levels of instruction for advancement
- Attend assessment Network meetings
- Complete required annual assessment training
- Create and set up classes in appropriate software

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

**Experience:**

- Three (3) years assessment technician and/or general clerical experience
- Must be computer proficient

**Education and Credentials:**

- High School Diploma or equivalent
- Completion of 15 units of college-level courses desirable

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments

**MINIMUM QUALIFICATIONS (continued):**

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature