

## Assessor, Adult Education

**FLSA Status:** Exempt

**Pay Grade:** 13

**Job Title ID:** 20503

**Job Series/Job Family:** Workforce Education & Business Development Series / Adult Education Family

### Reports To

Executive Director, Adult Education

### Job Purpose

To ensure compliance with federal and state assessment requirements, coordinate assessment systems, and use data to inform continuous program improvement around student success.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Responsible for correct pre- and post- assessment of all students within Adult Education in accordance with federal, state, and ACC guidelines. Assesses students, schedules and assigns assessors for orientation. Monitors the hours and payment of instructors and staff who serve as assessors. Ensures assessors are available during peak times of registration. Coordinates the day-to-day assessment activity of students to include test scheduling, test administration.
2. Provides up-to-date expertise on all state and federal assessment requirements for Adult Education and TSI and ensure compliance. Assists in developing local Assessment policies and procedures.
3. Analyzes assessment data and makes formal program improvement recommendations. Implements improvements in assessment processes to improve student and data outcomes. Audits assessment data for errors and takes appropriate corrective actions.
4. Evaluates new assessment products including computer-based upgrades and coordinates implementation of required and recommended upgrades, including researching the usability of various computer labs at the different campuses and off-campus sites and coordinating installation of any supporting software needed to run online assessments.
5. Acts as point of contact with other assessment centers and entities at the college to ensure efficiency of resources, coordination of assessment functions in new facilities.
6. Orders, maintains, and disseminates Adult Education assessment materials (including computer based assessments) and equipment.
7. Trains faculty and staff (and designated AE partners that are also responsible for giving us assessment results for our outcome measures) in the application and use of the assessment instruments (including computer based assessments) used by the Adult Education program.
8. Works as part of a team dedicated to enrolling and assessing AE students.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Understanding of assessment procedures and techniques.
- Ability to communicate clearly and explain complex requirements.
- Ability to learn to use and operate scantron equipment and accompanying assessment software.

## **Skills**

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

### **Required**

- Maintaining an established work schedule, including some evenings and weekends.
- Maintaining confidentiality of work related information and materials.
- Administering standardized tests and analyzing results.
- Effectively using interpersonal and communications skills, including the use of tact and diplomacy.
- Effectively using organizational and planning skills.
- Effectively working with a diverse and multicultural student body.
- Working collaboratively.

### **Preferred**

- General education development and English as a Second Language Adult Education programs, classes, and requirements.
- Assessment instruments used in Adult Education programs.

## **Computer Skills**

### **Required**

- Demonstrated proficiency using standard office software applications.
- Advanced skills in Excel and familiarity with data file formats such as CSV.

### **Preferred**

- Intermediate skills using cloud-based application such as Google Drive.

## **Physical Requirements**

### **Required**

- Occasional lifting of objects up to 20 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office and classroom environments.

## **Work Experience**

### **Required**

- Two years related work experience.

## **Education**

### **Required**

- Bachelor's degree.

### **Preferred**

- Bachelor's degree in social work or adult education.

## **Other**

### **Preferred**

- Ability to speak, read, and write in Spanish.

## **Safety**

### **Required**

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.