

WEST VALLEY–MISSION COMMUNITY COLLEGE DISTRICT

TITLE: ASSESSMENT COORDINATOR

DEFINITION: Under the direction of the Dean of Student Support Services, (1) plans, coordinates, and organizes the assessment functions and processes of the college, including student learning outcomes and research related to student placement and progress; (2) as needed, advises students regarding their placement tests, scores and outcomes and solves problems related to placement; (3) provides education, training, and assistance to faculty in assessment and evaluation methods; (4) develops and validates a the college assessment plan; along with faculty and the institutional research analyst; (5) coordinates assessment functions with Student Services, Instruction, Information Systems, and Institutional Research. This is an 11-month position.

EXAMPLES OF ESSENTIAL DUTIES:

- Plan, organize, implement, and evaluate the college's assessment functions and processes, including assessment for placement, proficiency, and ability to benefit.
- Interpret assessment results for students and solve problems related to their course placement.
- Provide education, training, and assistance to faculty and staff in assessment and evaluation methods.
- Coordinate and ensure assessment feedback to faculty, staff, college departments, and divisions and educate, train and assist faculty with the application of Student Learning Outcomes Assessment to curriculum design and instructional strategies.
- Identify, recommend, and administer various assessment instruments such as aptitudes, work samples, basic skills, and portfolio assessment. Assist faculty and staff in the implementation and evaluation of appropriate assessment tools and methods.
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- Work with the Dean of Student Support Services and the Matriculation Advisory Committee to implement assessment related functions as prescribed by the college's matriculation plan.
- Advise Instruction, Student Services, and Institutional Research on evaluation of test validity and compliance with all state matriculation requirements as they relate to assessment.
- Coordinate with Instruction Student Services and other areas, on and off campus, in the implementation of the college's assessment programs.
- Serve on the Matriculation Advisory Committee to recommend and administer college policy and procedures related to assessment.
- Facilitate established district procedures and policies for which incumbent is responsible.
- Work with faculty and staff to plan, schedule, and coordinate all assessment administration.
- Coordinate with Information Systems and others to implement and review systems for test scoring, recording, retrieval, and reporting.
- Be responsible for the maintenance of assessment databases.
- Work with vendors and publishers for the purposes of piloting and purchasing assessment instruments.
- *Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.*

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- *Participate in preparation of state and federal grant applications.*

OTHER DUTIES: As assigned.

QUALIFICATIONS:

Master's in education with a specialization in reading or teaching reading **OR** Bachelor's in any academic discipline **AND** twelve semester units of course work in teaching reading **AND** Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL, or psychology **OR**

Master's in English, literature, comparative literature, or composition **OR** Bachelor's in any of the above **AND** Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism **OR**

Masters in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis **OR** Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate **AND** Master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech or any foreign language **OR**

Master's in mathematics or applied mathematics **OR** Bachelor's in either of the above **AND** Master's in statistics, physics, or mathematics education **OR**

Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development or the equivalent, **OR** Master's in psychology **OR** bachelor's in psychology **AND** Master's in counseling, sociology, statistics, neuroscience or psychiatric social work **OR** the equivalent, **OR**

Master's in education **OR**

The equivalent.

OTHER REQUIREMENTS: A valid California driver's license.

PHYSICAL DEMANDS: May be required to sit or stand for long periods of time, use hands and fingers to operate related equipment, reach with hands and arms, speak clearly and distinctly to ask questions and provide information, hear and understand voices over telephone and in person; must lift, carry and/or move objects weighing up to 25 pounds.

Board Approved: April 2000

Conflict of Interest Language Added: September 14, 2004

Board Approved Revisions: February 15, 2007