TESTING PROCTOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, schedule and administer a variety of tests to students; perform clerical duties; and process and circulate materials.

REPRESENTATIVE DUTIES:

1. Administer and proctor group and individual testing sessions; verify student identity.
2. Receive, log, and file tests from campus faculty; return completed tests to faculty in a secure manner.
3. Review guidelines, policies and instructions related to tests; assist students in interpreting test instructions.
4. Provide information to students in person or on the telephone regarding test availability, testing policies, procedures, and hours of service.
5. Meet with faculty and other college personnel to develop and implement testing procedures and policies and resolve testing issues as they arise.
6. Monitor the testing budget.
7. Perform various data entry duties.
8. Perform a variety of clerical duties; compose and distribute information to faculty and staff, maintain various files, records, and reports.
9. Operate a computer, scanner, and other related equipment.
10. Order and maintain inventory of supplies and materials; prepare purchase requisitions.
11. Train and provide work direction to student assistants as assigned.
12. Process, circulate, and maintain materials in accordance with established guidelines.
13. Perform related duties as assigned, which may include occasional coverage for shuttle services.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Placement testing and registration policies, procedures and regulations.
2. ADA as it applies to test accommodations for disabled students, where applicable.
3. Operation of a computer, scanner and related office equipment.
4. Record-keeping techniques.
5. Interpersonal skills using tact, patience and courtesy.
6. Oral and written communication skills.
7. Modern office practices, procedures and equipment.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Schedule and administer a variety of assessment tests to students to assess basic skills.
3. Communicate effectively both orally and in writing.
4. Operate a computer, scanner and other office equipment.
5. Interpret, apply and explain rules, regulations, policies and procedures.
6. Prepare and maintain records, files and reports.
7. Meet schedules and time lines.
8. Work independently with little direction.
9. Establish and maintain cooperative and effective working relationships with others.
10. Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School completion, college course work, and two years experience working with students in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

1. Valid California Class B driver’s license, where applicable.

WORKING CONDITIONS:

ENVIRONMENT:

1. Office environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.

DATE APPROVED: April 8, 2002
RANGE: N-40
EEO-CATEGORY: H-50