

PERALTA COMMUNITY COLLEGE DISTRICT - June 2019

CLASSIFIED JOB DESCRIPTION

**ASSESSMENT SPECIALIST (Student Accessibility Services)
(SEIU Local 1021 Salary Range 74)
Job Code: 111**

CLASS PURPOSE

Under direction of the Dean or Vice President of Student Services, schedules, plans, administers, and coordinates testing activities for students with disabilities.

WORK SCHEDULE

This is normally a full-time position working 40 hours per week. Duties are performed 12 months per year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Provide mandated testing accommodations to be in compliance with American with Disabilities Act (ADA)
- Provides technical and clerical support for all testing activities.
- Coordinates all student testing activities; and inform DSPS student with test accommodation process and procedures
- Develops testing schedule
- Acts as a liaison and coordinates with instructors and the Disability Services Program to distribute test proctoring information
- Develops and maintains a master calendar for both office planning purposes and sharing with the department.
- Maintains student appointment system for testing.
- Prepares special reports and compiles information as necessary for reporting purposes.
- Maintains student files and other records; may provide assistance with special projects
- Performs routine office duties utilizing word processing, data management and spreadsheets
- Prepares and presents a variety of oral and written reports.
- Monitor campus-wide DSPS legally required testing accommodations for every student in the program.
- Schedule and proctor all DSPS exams campus wide.
- Inform instructors on accommodation requirements and requests for each DSPS
- Provide DSPS students those with sensory, manual or speech impairments resources for exams.

Job Description: Assessment Specialist (DSPS)

- Make legally required modifications to exams.
- Maintain accurate records, procedural documents and files; prepare correspondence, reports and other documents related to the work performed.
- Retesting of DSPS students per specific needs, as required.
- Communicate information regarding exam requests, deliveries, and completions.
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

1. Graduation from an accredited college or university with a bachelor's degree AND two years experience performing general office work, including records management, and general testing procedures; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Demonstrated knowledge of, and proficiency in, the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, MS Outlook, MS Excel, MS Access and PowerPoint) and the Internet browser, websites and Email.
3. Experience working with individuals with disabilities.
4. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Demonstrate strong organizational skills.
- Computer programs such as Peoplesoft; SARS appointment scheduling system, and; Student Accommodations Manager (SAM)

Ability to:

- Maintain accurate records.
- Maintain confidentiality.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work independently with little direction.

Job Description: Assessment Specialist (DSPA)

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

June 17, 2019