

Position Description Adapted Testing Technician

Position Adapted Testing Technician

Department/Site Learning Center

FLSA Non-Exempt

Evaluated by Learning Center Supervisor

Salary Range 33

Summary

Coordinates, schedules, and administers adapted tests to ensure that students with disabilities receive testing accommodations as approved by the department of Disabled Student Programs and Services (DSPS) or the ADA/504 Coordinator. Performs technical duties to assist the operation and maintenance of the Learning Center.

Essential Duties and Responsibilities

- Works with faculty and DSPS to offer tests available to students in alternative formats such as, but not limited to, large print, voice, and Braille.
- Administers a variety of tests on behalf of faculty. Ensures proper testing environment and document control.
- Schedules appointments for students requiring reasonable accommodations, including testing assistance such as a reader, scribe, or adaptive technology.
- Updates student files and records. Monitor and maintain related student lists.
- May perform receptionist duties. Greet visitors, staff or students in person, over the telephone, or via Zoom, ascertains nature of business and provides standard information related to the area of assignment, including testing protocols.
- Provides assistance to students, including those with accommodations. May introduce students to other services and college support.
- Guides the work of student and on-call helpers.
- Processes documents requiring knowledge of the special terminology and procedures of department or area of specialized function.
- Prepares statistical reports related to testing program, including numbers of students, number of tests given and types of tests. Maintains up to date records, creates and distributes reports relating to DSPS Testing and the Learning Center.
- Maintains inventory of tests, testing supplies and general office supplies. Includes contacting suppliers and preparation of purchase orders.
- Performs other technical and lab duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires in-depth knowledge of state and District testing procedures, practices and protocols. Requires knowledge of various assessment materials sufficient to assist students to understand intent and appropriately respond to test instruments.
- Requires knowledge of alternative media for delivering tests.
- Requires knowledge of office and lab organizational techniques, methods, and procedures.
- Requires working knowledge of computer-aided instruction and testing techniques and applications, assistive technology software, microcomputer software installation procedures and uses.

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- Requires working knowledge of the use of spreadsheets and/or databases for storing and transferring data.
- Requires knowledge of proper American English language composition, syntax, grammar, usage, vocabulary, spelling and punctuation sufficient to compose specialized correspondence.
- Requires sufficient math skills to perform basic business computations, record statistical data, and follow budget and purchasing procedures.
- Requires sufficient human relation skills to facilitate group processes, deliver presentations, and explain technical concepts to students with diverse backgrounds.

- **Abilities**

- Requires the ability to independently perform the duties of the position, following well-defined policies and procedures.
- Requires the ability to instruct and provide technical testing assistance to students of diverse backgrounds, abilities, skill levels, and learning styles.
- Requires the ability to analyze individual student skill levels and needs.
- Requires the ability to schedule, sequence, and implement work activity, independently and/or collaboratively with a variety of staff.
- Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology when performing assignments.
- Requires the ability to maintain confidentiality with student information.
- Requires the ability to maintain complete and accurate files and records.
- Requires the ability to train and oversee lower level staff and student help.

Physical Abilities

- Requires sufficient ambulatory ability to move to, stand and sit at a workstation for intermittent periods of time.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard and other office equipment.
- Requires the intermittent ability to lift, pull, or push lightweight (up to 40 pounds) materials and equipment around classroom/laboratory environs and into and out of storage or filing areas.
- Requires normal hearing and speaking skills to communicate with staff and students in one-on-one and small group settings, and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens and to observe students perform tests in classroom, laboratory, and tutorial settings.

Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of academic/career testing experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of academic/career testing experience.
- One (1) or more years of experience working to support students with disabilities in higher education.

Licenses and Certificates

- May require a valid driver's license.

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Working Conditions

- Work is performed indoors where minimal safety considerations exist.