



COLTON-REDLANDS-YUCAIPA
REGIONAL OCCUPATIONAL PROGRAM

Employment Opportunity

Human Resources: 1214 Indiana Court, Redlands, CA 92374 - (909) 793-3115

P.O. Box 8640, Redlands, CA 92374-2896

Regular Hours – Open Monday through Thursday 9:00a.m. – 4:00p.m. and Fridays 9:00a.m. – 1:00p.m.

Closed 12:30pm to 1:30pm Monday - Thursday for lunch

Web Site: www.cryrop.org

If you deliver your application personally, please go to the Registration Office, Bldg. B

**CLASSIFIED POSITION:
Testing Examiner**

APPLICATION OPEN DATE: Thursday, July 6, 2017

First Screening- July 17, 2017 at 12:00pm-Noon

APPLICATION DEADLINE: OPEN UNTIL FILLED

Required Materials:

- Completed application
- Cover Letter
- Current Resume
- 2 current (dated and signed within 2 years) letters of recommendation (unsigned letters or electronic signatures not accepted)
- Proof of Education

Incomplete applications will not be considered.

Salary Range: \$19.34/hr - \$23.58/hr + Excellent Benefits

(Initial placement will not exceed Step 2 rate of \$20.33 if selected candidate exceeds the minimum requirements for the position)

**Hours: Flexible Schedule, M-F, Occasional Evenings/Saturdays
32 hrs/week, 12 months/year**

Proposed Start: August 1, 2017 – or sooner if available

Work Site: CRY-ROP District Office

The Testing Examiner will administer a variety of tests and assessments as required by grants, projects, contracts, and instructional programs which offer students an opportunity for industry, state and/or national certifications. Assist with administration of career assessments, high school equivalency test and related materials. Assist test proctors to administer tests and assessments. Conduct presentations at community sites; assist with scheduling and tracking testing materials and supplies.

The testing examiner may not be eligible to participate as a test taker for the CSET, CBEST or any other PearsonVue exam for up to six months once hired as the Testing Examiner.

BASIC FUNCTION:

Under the direction of Superintendent, or an assigned manager/coordinator/supervisor, administer tests and assessments as required by special grants, projects, and instructional programs which offer students an opportunity for special state and/or national certifications. Assist with administration of career assessments and related materials; assist test proctors to administer tests and assessments.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

- Administer tests and assessments per testing protocol.
- Collect participant demographics and information as required by the program or grant.
- Maintain test security in testing environment using proper management and control techniques.
- Assist in the coordination of testing schedules, dates and facilities.
- Compile and verify information; prepare and maintain a variety of logs and records related to test administration; review and verify the accuracy and completeness of various documents; establish and maintain filing systems.
- Communicate with other departments, ROP staff and outside organizations to exchange information and obtain current information pertaining to testing and assessment issues.
- Assist in monitoring inventory levels of testing supplies and materials; assist with ordering, receiving and maintaining inventory of testing supplies and materials.
- Input data into assessment data base and request documents and transcripts as needed.
- Prepare and send program data and student information to the scoring center following the scoring center's policies and guidelines.
- Provide results and transcripts to participants. Make fliers and schedules to promote testing and assessments.
- Participate in a variety of special projects as assigned.
- Adhere to the policies and guidelines established by the program, state and outside agencies.
- Knowledge of ADA accommodations/modifications and ability to follow set guidelines to assure appropriate accessibility as set in the policies and procedures of the program and assessments.

OTHER DUTIES:

- Perform related duties as assigned.
- Assist other departments and programs as assigned; assist with assessment registration activities as directed.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Basic terminology, processes and operations of assigned position.
- Record-keeping and filing techniques.

- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.
- Planning and coordinating assessments and schedules.
- Methods of collecting and organizing data and information.
- Telephone techniques and etiquette.
- Public relations techniques.
- Knowledge of ADA accommodations/modifications to ensure accessibility for individuals with disabilities.

ABILITY TO:

- Read and interpret test administration directions and protocols.
- Maintain records, logs and files.
- Understand and follow oral and written directions.
- Compose correspondence and written materials independently.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Perform varied and responsible support duties to assist in the implementation of assessments and protocols.
- Determine appropriate action within clearly defined guidelines.
- Maintain confidentiality.
- Operate a variety of office equipment including computer and assigned software.
- Answer telephones and greet the public courteously.
- Perform basic math functions quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s Degree from a nationally accredited college or university and experience in teaching, training, counseling, or testing; an associate degree from a nationally accredited college or university and three years of experience in teaching, training, counseling, or testing; or college level coursework and experience as a testing proctor at the discretion of the ROP.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Assessment environment including: meeting room and class room settings.

May require traveling and reporting to alternative sites and locations.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Lifting and carrying of moderately heavy materials as assigned by the position.
Ability to see, speak and hear participants and to maintain assessment security.