

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**ASSESSMENT/SCHOOL RELATIONS COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To develop, plan, schedule, coordinate, implement and supervise academic assessment, advising and orientation programs; to determine eligibility and matriculation requirements for new and transfer students; to develop, plan, schedule, coordinate and promote high school outreach programs; to administer the District's PEER Ambassador program; and to interact extensively with other departments regarding assessment program and placement processes.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Dean, Counseling Services.

Exercises supervision over classified staff, short-term, student, and volunteer staff, and student PEER Ambassadors.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Develop, plan, schedule, coordinate, implement and supervise assessment, advising and orientation programs; schedule orientation dates; order and prepare materials; assist counselors in conducting presentations at orientations; conduct assessment and student advising functions in conjunction with orientation procedures; ensure compliance with state requirements and guidelines.
2. Develop and implement the Student Testing Advising Registration (STARS) program at local high schools; work with administrators and counselors to schedule college application and assessment workshops and orientations.
3. Perform a variety of District outreach and promotional activities; design and create informational materials and brochures regarding District assessment procedures, services and special programs; deliver presentations to local middle and high school students, faculty and parents regarding District and community college programs; promote District programs and recruit participants; schedule, coordinate, organize and host special events; serve as a liaison to local middle and high schools and universities.
4. Administer the District's PEER Ambassador program; monitor and maintain the program budget; recruit, interview, hire, train and provide guidance to peer ambassadors.

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5. Provide individual assessments for students; interview students, assess needs, interests and requirements and recommend appropriate action; evaluate test scores and/or coursework to determine eligibility for English, reading and math courses.
6. Supervise, train, and evaluate assigned classified, short-term, and student employees.
7. Provide guidance to students, parents, and the public on the availability of programs and services at the College and education centers; respond to questions regarding classes, admissions and registration procedures.
8. Determine matriculation classification status of transfer students; input information into computer and provide registration information and clearance.
9. Coordinate assessment, orientation and matriculation procedures with local high schools and education centers.
10. Perform a variety of data entry functions; enter, store, modify, retrieve and print matriculation and course eligibility information.
11. Attend and participate in a variety of meetings and conferences; stay abreast of new matriculation procedures as they relate to community colleges.
12. Compile statistical information and prepare reports using assessment results of new students in English, reading and math.
13. Conduct research and analyze assessment procedures of other colleges and organizations; recommend modifications to existing processes as necessary.
14. Schedule appointments and provide general college information.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Principles and procedures of student academic assessment.
2. Matriculation and eligibility policies and procedures.
3. A variety of college information, services, policies and procedures.
4. Methods and techniques of high school outreach.
5. Principles and procedures of program coordination and implementation.
6. Principles of business letter writing and basic report preparation.
7. Modern office procedures, methods and equipment including computers and applicable software applications.
8. Pertinent Federal, State and local codes, laws and regulations.
9. Principles and practices of supervision.

**Ability to:**

1. Coordinate, implement and supervise assessment, advising and orientation programs.
2. Assess student needs, interests and requirements.
3. Determine eligibility and matriculation requirements for new and transfer students.
4. Coordinate and promote high school outreach programs.

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5. Supervise, train, hire, and evaluate classified, student, and short-term employees.
6. Establish and maintain collaborative relationships with high school counselors to promote student attendance at Palomar.
7. Provide guidance to students and the public on the availability of programs and services.
8. Prepare clear and concise reports.
9. Operate office equipment including computers and supporting word processing and spreadsheet applications.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible student assessment and eligibility experience including supervisory or lead responsibilities.

**Training:**

Equivalent to completion of the twelfth grade supplemented by college-level coursework in business administration, communications, or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; extensive contact with students; travel from main campus to high schools and education centers.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; near visual acuity to read and evaluate transcripts and records.