

Assessment Coordinator

General Overview/ Job Purpose

Oversee the administration and assessment testing for the AEL program. The Assessment Coordinator will ensure all students are baseline tested and progress tested in a timely manner. Job requires the Assessment Coordinator to be available day and evening to deal with testing issues as it arises.

Reports Directly to Program Director

Major Responsibilities

- Manage assessment testing at multiple sites including virtual testing.
- Create testing schedule for all locations.
- Work directly with testing staff and teachers to coordinate testing.
- Trained to administer baseline and progress testing using CASAS and TABE CLAS-E
- Score and evaluate assessments.
- Data enter assessments into TEAMS.
- Monitor tested too early list and ensure justification letters are in the file.
- Interprets data for program improvement.
- Work directly with ESL & HSE Managers regarding teachers with low progress test scores.
- Work directly with IET Teachers to ensure students are scheduled for certification testing.
- Attend training workshops in order to maintain and improve professional competence.
- Communicate weekly with the Program Director and Director of Workforce Development regarding any concerns, challenges and issues

Qualifications / Skills

- Bachelor's degree and experience working with assessments and databases.
- Working knowledge of computers and Microsoft Excel.
- Ability to work a flexible work schedule.
- Good understanding on performance outcomes such as EFL and measurable skills gains.