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| **Assessment Assistant (In House Assessment Specialist)** |
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An award-winning, national leader in the area of renewable energy, MWCC is also nationally recognized for its veterans' services, civic engagement and K-12 partnerships.  We hope you will consider applying for one of our open positions, and discover all that Mount Wachusett Community College and the North Central Massachusetts region have to offer.  [**http://mwcc.edu/about-mwcc/**](http://mwcc.edu/about-mwcc/)  **Job Description:**  **General Statement of Duties**  The primary role of the Assessment Specialist is to support the assessment needs of the MassLinks Adult Education Online Academy through the administration of national reporting system (NRS) - approved academic assessments and programmatic diagnostic assessment tools in literacy and numeracy. The Assessment Specialist holds certifications in all assessments required by funding sources including but not limited to: (1) Test for Adult Basic Education (2) Massachusetts Adult Proficiency Test (3) Best Plus 2.0 or higher (4) Best Literacy (5) TABE Clas-E for Reading and Writing, and all other assessments as required by funding sources. In addition, the assessment specialist will provide support to classroom instructors by conducting diagnostic literacy and numeracy assessments to students as needed. Diagnostic assessments will determine enrolling student research-based literacy profiles and assist instructors as they design and implement research based instruction.  **Responsibilities**   * Attend training to become certified in the following required assessments (and any others deemed necessary by funders or the President's Designee): (1) Test of Adult Basic Education (TABE) (2) Massachusetts Adult Proficiency Test (MAPT) (3) The Best Plus 2.0 (or most recent version) (4) The Best Literacy (5) TABE Clas-E Reading (6) TABE Clas-E Writing (7) Accuplacer; * Attend all necessary professional development in order to effectively administer the aforementioned assessments remotely; * Administer all required NRS assessments to interested, entering, or enrolled students of the MWCC Adult Education program. Administration the aforementioned assessment may be on-site or remote depending on the program design and/or student availability; * Attend training to become proficient in the administration of the Diagnostic Assessment of Reading (DAR); * Prepare written reports detailing instructional recommendations for students based on the results of their Diagnostic Assessment of Reading and include those reports within the electronic student file; * Assist in the coordination of intake, orientation, and information sessions as needed. If conducted remotely these activities may include the use of phone outreach and/or video conferencing software (Zoom, Google Meet, WebEx, etc.); * Assist with phone outreach as needed; * Assist with the maintenance of the program wait list within the LACES data management system as needed; * Organize the internal electronic filing system as needed; * Attend all supervisor and program wide meetings (in person or virtual) as scheduled by the Director of Adult Education and or the President's Designee, or funder; * Assist with data entry as needed; * Performs other duties as assign**ed.**   **For complete Union Specifications please click**[**HERE**](https://www.mass.edu/shared/classificationspecs/specsmccc/Assessment%20Assistant%20-%20HB%201905.doc)  **Requirements:**  .**Minimum Qualifications:**   * Bachelor's degree in Education, Psychology, or closely related field; * One (1) year experience and/or training involving computerized test administration, computer program manipulation, or computer operations in an academic environment; or * An equivalent combination of education, training, and experience   **Equivalency Statement** Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.  **Additional Information:**  In-house Title: Assessment Assistant Salary: $ 47,597.00-$81,129.00 \*\*  \*\*Actual Salary determined by education, experience and any applicable grant limitations per the collective bargaining agreement. Grade: 3 Employee Status: Full Time Grant Funded Benefits: Yes Hours per Week: 37.5 \* Potential for Hybrid/Remote work with onsite work pending business needs.  Number of Weeks: 52  *Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.*  **Application Instructions:**  Candidates for employment should be aware that all Community College students, faculty and staff are required to be fully vaccinated by January 2022. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process. Face coverings are required while indoors on campus. For addition information on COVID19, please visit:[**https://mwcc.edu/covid/**](https://mwcc.edu/covid/)  The following documents are required: 1. Resume 2. Cover Letter  *Anticipated Effective Date: May/June 2022*  *Applications accepted up to and including May 26, 2022*  *Applications received after May 26, 2022 MAY be considered until the position is filled.*  *Candidates may be subject to employment screening to include both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI).*  [*ONLINE POSTING*](https://mwcc.interviewexchange.com/jobofferdetails.jsp?JOBID=147592) |