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NASSAU COUNTY

**Title : ADULT EDUCATION
ASSESSMENT ADVISOR**

SCHOOL DISTRICTS

Code: 210063 LND

CLASS SPECIFICATION

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Competitive

GENERAL STATEMENT OF DUTIES

Develops operational procedures and directs an appraisal and evaluation program for the New York State External High School Diploma Program, serves as leader of project team; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision the position is administrative, the duties require the use of considerable independent judgment in planning, organizing, and directing subordinate employees involved in assessment of adult skills and abilities and participation in the counseling, testing and evaluation of results.

TYPICAL DUTIES

1. Plans and supervises subordinate employees involved in testing, assignment of study programs, and evaluation of adult participants.
2. Counsels and advises adult clients.
3. Administers and analyzes academic tests, selects, and makes appointments with advisors, provides information for tutors.
4. Assumes responsibility for data collection, evaluation, and maintenance of records.
5. Participates in local coordination and training meetings and attends out-of-area meetings.
6. Establishes contact with community agencies, and conducts a public information program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the principles of individual appraisal including interviewing, testing and evaluation of client's skills and abilities.
2. Knowledge of research techniques and methods.
3. Knowledge of community organizations and groups.
4. Ability to establish and maintain effective working relationships with associates, community groups and clients.
5. Ability to express ideas clearly and concisely, orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelors degree from a regionally accredited or New York State registered college or university with major course work in vocational guidance, education or personnel administration

and

Five years of professional experience in vocational guidance, adult education, or personnel

placement or administration.

NOTE: Full-time graduate work may be substituted for the above experience on a year-for-year basis up to a maximum of two years.

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