

[Go Back](#)**NASSAU COUNTY****Title : ADULT EDUCATION
ASSESSMENT SPECIALIST****SCHOOL DISTRICTS****Code : 210065 LNF****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Assists in developing and directing and participates in 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 the general supervision of the Assessment Advisor, the duties require the exercise of independent judgment and flexibility in implementing and participating in an adult education assessment program. Makes recommendations to superiors based on experience with clients and their requirements.

TYPICAL DUTIES

1. Identifies academic area to be tested, conducts tests, assigns study program, and assists in evaluation of candidate's progress.
2. Conducts oral interviews with clients.
3. Assists in the planning and implementation of various research studies.
4. Prepares progress reports.
5. Maintains liaison with a variety of community groups.
6. Attends meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. 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.
6. Ability to keep records and prepare reports.

MINIMUM QUALIFICATIONS**Training and Experience**

Bachelor's 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

Three years of professional experience in vocational guidance, adult education or personnel placement or administration.

NOTE: One year of post-graduate work may be substituted for one year of the above