



Now Accepting Applications for the Classified position of:

Testing Technician I

Serving the Incarcerated Population



OUR MISSION

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students' achievement of their educational goals.

OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

Taft is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

Taft College offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



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ABOUT US

Taft College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

POSITION DESCRIPTION

Under general supervision, performs a variety of assessment and clerical duties involved with the administration, proctoring, scoring and recording of diagnostic and placement tests used by the District; serve as a liaison to appropriate college departments, community organizations, area high schools and correction facilities; and perform related work as required. This position requires traveling off campus and working with incarcerated students.



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Position Description

The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.

- Administer college placement and diagnostic tests to students on and off campus.
- Maintain order during administration of tests and ensure security of testing materials.
- Register examinees for tests; prepare test materials and mail informational packets to examinees.
- Score tests by machine and/or by hand as appropriate.
- Enter test results into computer database; maintain computer and written records of test use and scores.
- Complete reports required for the District and testing agencies in accordance with policies and procedures.
- Maintain test score confidentiality and security.
- May proctor the GED exam and distance learning tests.
- Oversee test score distribution for the District, high schools and students.
- Respond to inquiries from students and the public by phone and in person.
- Order and maintain inventory of testing materials.
- Perform administrative and clerical duties.
- Assist in the overall operation of the Testing Center.
- Assist with mail and operation of copy machine.
- Meet with instructors for direction.
- Performs other related duties as requested or assigned.



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QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Associate degree or the equivalent.
- One year experience with computers in the workplace or the successful completion of three (3) semester units of MS Office software courses.
- Six (6) months of clerical or secretarial office experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRED QUALIFICATIONS

- Experience working in public education
- Bilingual: English/Spanish

COMPENSATION

The salary range for the position is a Grade 13 with a range of \$16.91-\$21.58 per hour. This is a part-time, 12-month position.

EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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APPLICATION PROCESS

Applications will be accepted until April 26, 2019.

REQUIRED MATERIALS FOR APPLICATION:

1. Completed Classified Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume.
4. Complete transcripts of all college/university coursework (unofficial is acceptable).

SUBMIT APPLICATION MATERIALS TO ANY OF THE FOLLOWING:

- Email: tcjobs@taftcollege.edu
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

FOR MORE INFORMATION:

- Please visit: http://www.taftcollege.edu/human-resources/job_opportunities/
- Call: 661-763-7900
- Email- tcjobs@taftcollege.edu



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