



MEETING OUR COMMUNITY'S NEEDS  
NEIGHBOR TO NEIGHBOR

## People's Resource Center Job Posting – Student Assessment Coordinator

### **POSITION OVERVIEW**

PRC is hiring a Student Assessment Coordinator to work 20 hours/week to coordinate placement and assessment activities for adult students in the Adult Learning and Literacy Program (ALL). The ALL program has provided Adult Basic Education, ESL, high school equivalency, and American citizenship services to over 600 clients through a team of 250 volunteers at the Wheaton location, Westmont location and several partner organizations throughout DuPage County. The Student Assessment Coordinator is part of the ALL team and will be supervised by the ALL Manager.

The Student Assessment Coordinator will be working remotely from home during PRC's modified operations during the pandemic. When PRC returns to full operations, their primary office will be located in Wheaton (201 S Naperville Road). Candidate must have a valid Illinois driver's license and access to a vehicle since there may be limited traveling to local sites. We offer flexible scheduling which will be agreed upon by employee and supervisor.

PRC offers part-time employees the benefit of Flexible Spending Account participation and SIMPLE IRA retirement plan & company match.

### **POSITION ESSENTIAL FUNCTIONS**

- A. Coordinate assessment process to ensure high level of accuracy, integrity, quality and security
- B. Record and maintain student assessment data, evaluation data and client demographics
- C. Continuously identify new and improved assessment processes and procedures
- D. Record and maintain student attendance
- E. Attend training workshops for the administration of assessments
- F. Coordinate assessment training for department staff and volunteers
- G. Supervise volunteer assessment administrators
- H. Plan and facilitate two meetings each year (fall and spring) for volunteer BEST Plus assessment administrators to recalibrate testing and to determine volunteer tester placement and scheduling
- I. Maintain and update laptops used by volunteer testers
- J. Achieve yearly goals related to assessment of students
- K. Create, produce and analyze pre- and post- test results
- L. Create and produce various program reports as requested including but not limited to literacy student counts and learning hours
- M. Work with Donor Database Specialist to provide and reconcile Literacy data to PRC client central database on a monthly basis
- N. Perform quarterly data quality checks in program database and make all necessary corrections
- O. Serve as a resource regarding assessment best practices for the Adult Computer Training Manager



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## **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree required, preferably in Adult Education
- 3 years' experience creating and delivering in person and on-line adult assessment procedures required
- Experience working with adult standardized tests required
- Experience supervising staff and/or volunteers preferred

## **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED**

- Commitment to PRC's mission, values, and community focus
- Knowledge of adult education, second language acquisition and learner-centered instruction
- Desire to work in a social service organization
- Excellent organizational and time management skills
- Ability to work independently, with a team, and with a diverse group of individuals
- Acute attention to detail; strives for 100% accuracy
- Able to work effectively with volunteers, with people from other countries and with people speaking other languages
- Able to manage multiple tasks at one-time
- Able to identify improvements to make work more efficient
- Works well under pressure, with frequent interruptions and in a fast-paced environment
- Good verbal and written communication skills
- Able to exercise professional judgment to resolve moderately complex problems
- Must demonstrate professionalism, flexibility, good judgment & commitment to teamwork
- Advanced level knowledge of MS Office; familiarity with Google Suite

## **APPLICATION PROCESS**

**To apply, please send your resume, cover letter and salary expectations to [resumes@peoplesrc.org](mailto:resumes@peoplesrc.org).**

**Applications will be accepted until the position is filled.**

*No phone calls, no faxes please.*

*People's Resource Center is an Equal Opportunity Employer.*

*[www.peoplesrc.org](http://www.peoplesrc.org)*