



Job Description

Job Title:	Assistant Director Testing and Assessment	Grade:	J
Department:	Testing and Assessment	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Assists the Director in management of the Central Campus Testing Center including supervising assigned staff, providing statistical reports in documentation of departmental activities, setting policies and procedures at all campus locations, coordinating and presenting training and information sessions for the local community, and traveling to area high schools in support of student recruitment efforts.

Characteristic Duties and Responsibilities:

1. Supervises of assigned full-time and part-time staff in the Testing Center.
2. Represents the Director, when necessary, at various committees, council and departmental meetings. Makes presentations and provides training and information for Charlotte-Mecklenburg School Administrators, CPCC students and faculty.
3. Assists with the development, implementation and monitoring of departmental policies, procedures and objectives.
4. Trains Testing Center employees in the use of the college's administrative system as it relates to the entry, uploading and conversion of placement test scores.
5. Works with staff in computer labs at all CPCC campus locations to ensure computer-based placement tests are available to students and are functioning properly.
6. Serves as primary technical liaison with various testing agencies for all tests being offered in the Testing Center.
7. Works with staff in developing creative, proactive solutions to both testing-related problems and interpersonal conflicts.
8. Prepares weekly and monthly testing reports.
9. Assists in the implementation, installation and maintenance of all testing systems offered by the Testing Center, including network-related software and hardware (memory, NIC, drivers).
10. Administers computer-based College Level Examination Program (CLEP) tests.
11. Provides assistance to the Director as required.
12. Performs additional duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

June 2008



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Reporting Relationships:

Direction Received: Reports to the Director Testing and Assessment
Direction Given: Direct supervision and evaluation of work of assigned full-time and part-time staff

Minimum Requirements:

Bachelor's degree from an accredited college or university in education, behavioral sciences, business administration, communications or a related field and 2 years of work experience in administration of standardized tests

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of standardized test administration
Understanding of standardized and computer-based tests
Strong computer skills in basic computer networking, internet concepts, and standard office software
Supervisory and leadership skills
Ability to communicate effectively, written and verbal, and ability to make presentations
Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse