



Job Description

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|--------------------|---|---------------|--------|
| 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 Testing and Assessment Centers including supervising assigned staff, managing computer-based exams, providing weekly statistical activity reports, helping to establish policies and procedures, coordinating and presenting training and information sessions to staff and local community, traveling to local high schools in support of College Connection, and assists in coordination of testing students with disabilities.

Characteristic Duties and Responsibilities:

1. Assists with the development, implementation, and monitoring of departmental policies, procedures and objectives.
2. Assists in managing all computer-based testing systems.
3. Provides direction and supervision to assigned full-time and part-time staff.
4. Serves as the primary technical liaison with various testing agencies.
5. Assists in coordinating testing for students with disabilities.
6. Assists in implementation, installation, and maintenance of all computer-based testing systems.
7. Trains Testing and Assessment Center staff on the use of the college's administrative system as related to data entry, upload, and conversion of placement test scores.
8. Prepares statistical activity reports when needed.
9. Represents the Director when necessary at various committees, councils and departmental meetings.
10. Performs additional duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director Testing and Assessment Center

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

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.

March 2010



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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; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences

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