



Assistant Director of Testing Center Testing Center

TC/1

JOB SUMMARY

This position is responsible for directing the operations of the Testing Center.

MAJOR DUTIES

- Assists in supervising the day-to-day operations of the Testing Center; schedules staff work hours.
- Trains and supervises staff; issues daily work assignments; reviews work.
- Provides testing information to students.
- Schedules students for testing sessions.
- Prepares and conducts testing sessions.
- Enforces testing center policies.
- Provides test result documents to students, other college departments, and other institutions.
- Compiles Testing Center reports.
- Processes Compass placement scores to Banner; runs Compass reports and forward to Admissions and Registrar's Office; maintains related files.
- Schedules Compass testers.
- Maintains Testing Center statistics and prepares related reports.
- Prepares handouts, brochures and forms.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of test administration principles.
- Knowledge of test-specific policies and procedures.
- Knowledge of reading and composition pedagogy.
- Skill in the training and supervision of personnel.
- Skill in decision making and problem solving.
- Skill in the completion of a variety of reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Testing Center assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Family Educational Rights and Privacy Act, the Americans with Disabilities Act, test-specific policies and procedures, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and test administration duties. Strict requirements contribute to the complexity of the position.
- The purpose of this position is to assist in directing the operations of the Testing Center. Success in this position results in the administration of tests in compliance with guidelines, policies and procedures.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, college applicants, testing agency representatives, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Test Proctor (4) and assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.