

Assessor, ESOL

FLSA Status: Exempt

Pay Grade: 13

Job Title ID: 11103

Job Series/Job Family: Academic Transfer & General & Developmental Education Series / Arts & Humanities Family

Reports To

Department Chair, ESOL

Job Purpose

To collaborate with Assessment Center Coordinators and English for Speakers of Other Languages (ESOL) faculty to schedule and coordinate assessment of ESOL students at all campuses and to provide academic placement information and related support services to students.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates the day-to-day assessment activity of ESOL students to include test scheduling, test administration, assigning work to and overseeing adjunct ESOL faculty assessors. Ensures assessors are available during peak times of registration.
2. Monitors the hours and payment of adjunct faculty who serve as assessors.
3. Collaborates with staff and instructors on appropriate assessment of ESOL students.
4. Trains faculty and staff in the application and use of the assessment instruments used by the Academic ESOL Department.
5. Assists in developing policies and procedures on how to best serve ESOL students.
6. Interprets test scores for course placement, and performs academic advising in ESOL course placement and selection.
7. Analyzes course skill requirements to determine student eligibility for enrolling in courses.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- General education development and ESOL.
- Standardized testing and assessment procedures, and techniques.
- College admissions requirements, programs, and courses.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills.
- Administering standardized tests and analyzing results.
- Effectively working with a diverse and multicultural student body.

- Working collaboratively.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency at an intermediate level using standard office software applications, including databases and spreadsheets.

Physical Requirements

Required

- May involve travel to different campuses.
- Subject to standing, walking, sitting.
- Work is routinely performed in office environments

Work Experience

Required

- Two years of experience teaching ESOL.

Preferred

- One year standardized testing work experience. Experience teaching ESOL at a community college. Supervisory experience.

Education

Required

- Bachelor's degree in ESOL or a closely related field such as Applied Linguistics, Bilingual Education, etc.

Preferred

- Master's degree in ESOL.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Preferred

- Familiarity with Datatel. Familiarity with other instruments such as TOEFL, COMPASS, ASSET.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.