Supervisor, Assessment/Testing

FLSA Status: Exempt
Pay Grade: 15
Job Title ID: 123501
Job Series/Job Family: Student Support & Success Series / Student Learning Services Family

Reports To

Dean, Student Services

Job Purpose

To supervise the daily operations of course placement assessment and instructional testing.

Description of Duties and Tasks

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

Required

1. Plans, organizes, and supervises activities and staff for assessment and testing; reviews and approves staff time sheets; conducts regular staff meetings.
2. Ensures that courteous and friendly service is provided to students, faculty, and staff.
3. Hires, trains, supervises, and evaluates all staff.
4. Manages and monitors department budget, requisitions and purchases; prepares purchase requisitions, maintains supplies, equipment, and inventories; manages and submits P-Card monthly activity.
5. Ensures security of all assessment and testing instruments; follows procedures to maintain security for assessment and testing.
6. Monitors staffing level to ensure proper coverage to meet student demand and provide quality service.
7. Schedules and administers course placement assessment and instructional testing.
8. Develops and implements, in collaboration with process holder and Dean, procedures to ensure compliance of college policies, state requirements, and quality service.
9. Supervises College Connection assessment at high schools.
10. Follows state and college regulations and course skill requirements to determine eligibility for assessment testing; interprets test scores and high school/college transcripts for course placement.
11. Collaborates and troubleshoots with computer technician to prevent and resolve problems and improve services.
12. Coordinates assessment and testing accommodations for students with the Office for Students with Disabilities.
13. Investigates and reports scholastic dishonesty incidents to faculty and policy or procedure violations to Dean, Student Services.
14. Produces and analyzes, for planning purposes, statistical reports in order to improve services.
15. Consults with outside testing agencies, colleges, and universities for continued update on latest procedures and technology to ensure efficient assessment and testing services to students, faculty and staff.

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

- Principles, best practices, and trends in test administration.
- Supervisory principles, practices, and methods.

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, including evenings and weekends on a weekly basis.
- Effectively using interpersonal and communications skills including tact, diplomacy, and a welcoming attitude.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Leading and supervising the work of subordinate personnel.
- Consistently following assessment and testing policies and procedures.
- Maintaining confidentiality of assessment and testing materials and results.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 10 pounds

Work Experience

Required

- Three years related work experience to include one year of supervisory experience.

Preferred

- Three years related work experience in an educational institution to include one year of supervisory experience.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Other

Preferred

- Knowledge of ACC Administrative Rules, Policies and Procedures related to Assessment and Testing guidelines. Skill in using ISD Scoring System database and Datatel.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.