

Director, CE Testing Services

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 203000

Job Series/Job Family: Workforce Education & Business Development Series / Customized Training & Assessment Family

Reports To

Executive Dean of Continuing Education

Job Purpose

To manage the College's GED Testing Center, the Business Assessment Center, and other offsite contract test locations for Austin Community College.

Description of Duties and Tasks

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

Required

1. Oversees, reviews and signs annual center contracts.
2. Assesses business testing needs in partnership with the Workforce Development group and develops new assessment and testing services, which includes "High Stakes" testing through the ACT Certification and Licensure Exam Program, Pearson VAU Testing Center, MSSC Testing Center, TOEFL iBT/GRE Testing Center, National Testing Consortium, CLEP Testing Center, DSST Testing Center, Proctored Examination Center and contract test sites off of the Austin Community College campuses.
3. Manages testing centers activities and staff, writes procedures and guidelines for all testing activities, audit, and money transactions, ensure uniform implementation of proper testing policies and procedures.
4. Hires, supervises, trains, and evaluates testing center personnel to ensure adequate staff coverage to meet daily testing workload; conducts workshops to provide professional development of testing personnel; maintains a list of qualified and trained proctors to administer exams for ACC at on or offsite testing centers.
5. Maintains a testing center environment sensitive to user requirements.
6. Develops a security plan and implements security procedures for all assessments housed in the center. Provides security for test copies, answer keys and answer sheets; reports alleged cases of scholastic dishonesty.
7. Ensures correct student identification procedures, administration of tests, grading of tests using scoring machines, and providing students and businesses with feedback.
8. Reviews testing procedures, writes updates and guidelines for testing.
9. Manages the daily activities of the centers as well as guarantee that rules and regulations of National Testing Companies, the American Council on Education, and the Texas education Agency are followed.
10. Serves as the Budget Authority and manages the preparation and monitoring of the unit budget, preparation of purchase requisitions, and maintains supplies and equipment inventories.
11. Manages the collection of accounts receivables, maintains fiscal records and the audits of all money transactions to include the invoicing of center funds.
12. Arranges for space and equipment for contract testing for local, state, and national testing companies.
13. Supervises the collection of data in relation to report preparation, trend utilization, and monthly billing of programs using ACC testing facilities.

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

- High Stakes Certification and Licensure Testing administration.
- Testing policies and procedures.
- Testing center user requirements.
- Security measures and standards in relation to testing.
- Student identification procedures, administration of tests, and scoring.
- Reporting processes in relation to alleged scholastic dishonesty.
- Budget preparation and expense control.
- 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.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Overseeing all aspects of testing, certification, and licensure center activities.
- Assessing business testing needs.
- Providing test center security and enforcing/reviewing test center procedures.
- Managing budgets, coordinating purchase requisitions, and maintaining supplies and equipment inventories.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Must be able to stand for extended periods of time.
- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Three years assessment/testing work experience, including one year supervisory experience.

Preferred

- Work experience at an educational testing center that conducted "High Stakes Examination".

Education

Required

- Master's degree in related field.

Licenses/Certifications

Required

- Notary Public, High Stakes Certification and Licensures, Testing Center Administrator Certification, and training as a GED Chief Examiner by the Texas Education Agency.

Other

Required

- Texas Education Agency appointment as GED Chief Examiner; Texas Higher Education Coordinating Board appointment as THEA Test Center Director. Must be able to be appointed as a GED Examiner and pass all certifications for "High Stakes Testing".

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.