TITLE: Testing Services Program Assistant
CATEGORY: Professional Support
FLSA STATUS: Exempt
GRADE: B

JOB SUMMARY: Responsible for development, implementation, maintenance and evaluation of computerized placement testing district wide; provide interpretation of federal, state and local mandated THEA and Ability to Benefit (ATB) test regulations.

ESSENTIAL FUNCTIONS:

1. Assist the Director in managing the development, implementation, maintenance and evaluation of computerized placement testing and specialized testing projects district wide; interpret federal, state and locally mandated test regulations and ensuring compliance with testing company directives. 15%

2. Interface with test publishers for state mandated and ATB testing related to computerized placement testing and other specialized programs; train, monitor, and provide multi-campus technical support to testing personnel on computerized testing. 15%

3. Maintain software and course recommendation updates and provide test security for computerized test materials; researching and reviewing new standardized test instruments for appropriate use within the District. 15%

4. Coordinate course recommendation changes with instructional deans, coordinate and conduct multi-campus pilot testing, contractual, special assessments on and off site. 15%

5. Provide technical assistance to counselors, supervisor, and college employees on testing related issues. Provide informational briefings and workshops on ATB, mandated testing requirements and other testing related topics to various supervisors within the district, other college departments and to high school counselors. 15%

6. Train and monitor the performance of members assigned to work teams in a district wide environment; compile, and analyze test results, maintain test records and conduct database searches as needed. 10%

7. Draft, update, and recommend changes to operational policies/procedures and ensuring compliance of approved procedures. 10%

8. Serve as an examiner for GED test administration and assistant chief test administrator for THEA testing activities. 5%

REPORTING RELATIONSHIP: Director Testing Services
ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor’s Degree

EXPERIENCE: Four (4) years experience.

CERTIFICATIONS/LICENSURES: Must be eligible for certification as an Alternate Chief Examiner to assist with GED test administration as needed.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities: Demonstrated experience in research, implementation, maintenance and evaluation of computerized testing formats/systems; ability to work independently or as a team member and to manage multiple projects simultaneously; demonstrated experience in training and monitoring performance and effectively communicate orally and in writing.

2. Equipment Used: Personal computer and a variety of equipment associated with a general office environment

3. Software Used: QUIZ, ACCUPLACER-computerized adaptive testing, Corel Wordperfect Suite 8, (Wordperfect, Presentation, Quattro Pro, etc.) Microsoft Office 97, (WORD, Excel, Access, Powerpoint, etc.), Pagemaker, Publisher, Smartdraw, Photo.

PHYSICAL REQUIREMENTS:

Duties require little physical effort in work with light (up to 10 lbs), easy to handle materials. Duties performed causes light fatigue of eyes, fingers or other faculties due to long periods of standing, sitting, and/or repetitive motion.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

Job is performed in general office or comparable working area with many and frequent distractions such as noise, interruptions, or congested work areas with exposure to some disagreeable elements.