



POSITION DESCRIPTION

TITLE: Assistant Director, College Readiness & Assessment **CATEGORY:** Professional
FLSA STATUS: Exempt **GRADE:** E

JOB SUMMARY: Responsible for the strategic program direction, design, and daily operations of the El Paso Community College District multi-campus testing services centers and corresponding outreach services.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Manage, direct, and coordinate the daily operations of multi-campus District's comprehensive testing services which include High School Equivalency testing (GED, HiSet, TASC), instructor services, placement testing, state mandated and national testing programs; assist with department short and long term strategic goals, oversee staffs' schedules and manage departmental budget. | 25% |
| 2. Provide personnel management activities of assigned staff; including recommendation for employment, supervision, orientation, performance evaluation, guidance, and professional development; mentor and train staff on college readiness and assessment services policies and procedures; coordinate projects and provide support for staff to meet department goals and objectives. | 15% |
| 3. Coordinate and provide training and technical assistance for Region 19 school districts and college personnel; participate in and support course recommendations as it relates to Texas Success Initiative (TSI). | 15% |
| 4. Develop, implement, and maintain departmental policies and procedures in accordance with institutional, local, state, and federal rules and regulations related to the TSI assessment and related college readiness initiatives. | 15% |
| 5. Serve as liaison to El Paso Community College District Students and Enrollment Services, Instructional and Workforce Development, Institutional Research, and Information Technology Divisional teams to provide information and coordination of District wide comprehensive testing service efforts. | 10% |
| 6. Participate in specialized groups and committee meetings in key areas such as Developmental Educational, Dual Credit/Early College High School, Entering Students, Retention, Transition and any related group. | 10% |
| 7. Assist the Director in a variety of tasks, including monitoring expenditures, verifying charges, and resolving issues; create reports and represent and perform job duties on behalf of the Director in his/her absence. | 5% |

8. Perform other duties as assigned.

5%

REPORTING RELATIONSHIP: Director, College Readiness and Assessment

SUPERVISORY RESPONSIBILITIES: Direct supervision of staff assigned to functional area.

BUDGET RESPONSIBILITIES: Departmental budget

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree
Administration.

EXPERIENCE: Five (5) years of related experience.

CERTIFICATIONS/LICENSURES: Eligible to acquire certification and/or a licensure to administer computer based testing if needed.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Ability to plan work activities, schedules, priorities, and utilization of multi-site operation;
- Ability to interpret and implement rules, regulations, policies and procedures;
- Effective communication skills; both orally and written;
- Experience leading, managing and motivating personnel;
- Ability to assess and prioritize multiple tasks, projects, and demands to meet deadlines;
- Ability to communicate and interact with individuals at all levels of the institution, and community members;
- Effective time management skills;
- Ability to generate reports, business correspondence, and procedure manuals;
- Experience developing and executing budgets;
- Effective problem-solving techniques;
- Ability to work effectively under pressure and to act quickly and appropriately in emergency situations;
- Experience developing and conducting presentations.

2. **Equipment Used:** Personal computer, scanner, copy machine, fax machine, paper shredder, inventory scanner and other equipment associated with general office environment to include knowledge of how to maintain a security surveillance system.

3. **Software Used:** A variety of spreadsheet, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 10 pounds. Specific peripheral vision, depth perception and ability to adjust focus.

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:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X

Ability to adjust focus	X
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NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*