



POSITION DESCRIPTION

TITLE: Assistant Director, Computer Based Testing Systems **CATEGORY:** Professional
FLSA STATUS: Exempt **GRADE:** E

JOB SUMMARY: Responsible for the day to day technical operations of Testing Services departments. Responsible for maintenance of computer based testing systems. Maintain effective control and coordination of existing outreach and transition program databases and software programs in support of college readiness data analysis and reporting needs.

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

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Manage, coordinate, and assess the day to day technical operations of the multi-campus testing centers located throughout the College; responsible for the maintenance and coordination of the College Board's ACCUPLACER/TSI testing site platforms and various other testing platforms on similar computer based assessments and certifications offered by other local and national testing publishers.	25%
2. Assist in developing, implementing, administering and evaluating office operations, policies and procedures; ensure compliance with applicable laws and regulations; ensure best practices in regards to technology; responsible for assessing the computer hardware and software needs for the department.	20%
3. Maintain control and coordination of all elements involving the integration of appropriate and accurately defined course placement test control mechanisms for individual test instruments in mainframe designated test record system files; assist in the design, modifying and maintaining of program(s) for custom report generation, statistical analysis and command language software packages; coordinate and provide survey analysis for internal college disciplines and external agencies as it relates to testing services and other relevant outreach and transition needs.	20%
4. Assist and provide recommendations on conformity and uniformity of testing data security and integrity, and compliance with State and Federal mandated guidelines associated with legislation regarding a district wide/multi-campus testing environments and other related outreach and transitional service needs; participate in groups or committees consisting of institutional administrators, faculty and staff to assess Outreach and Transition data instrument effectiveness and implement any changes as needed within designated college readiness system files.	10%
5. Responsible for assisting the Director with Data Sharing aspects of ACCUPLACER/TSI Independent School District testing sites in accordance with active MOU Agreements between Region 19 and UTEP.	10%
6. Manage and assess technical support of state and national test administrations to ensure personnel comply with testing publisher's policies and procedures specific to technology issues.	10%
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: May supervise assigned staff. Indirectly supervises full- and part-time staff assigned to the department.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

EXPERIENCE: Five (5) years of related experience.

CERTIFICATIONS/LICENSURES: Maybe required to acquire certification and/or a licensure to administer computer based testing.

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:

- Knowledge of problem-solving techniques, identifying problems, and determining the most appropriate course of action for resolution;
- Effectively plan work activities, schedules, priorities, and utilization of resources of multi-site operation;
- Ability to interpret and implement rules, regulations, policies and procedures;
- Experience leading, managing and motivating personnel;
- Ability to work effectively under pressure and act quickly and appropriately in emergency situations;
- Ability to assess and prioritize multiple tasks, projects, and demands to meet deadlines;
- Ability to analyze data, interpret results, and generate conclusion based on results;
- Ability to communicate and interact with individuals at all levels of the institution, and community members;
- Effective interpersonal, written and oral communication skills;
- Ability to maintain confidentiality of work related information and materials;
- Comprehensive knowledge of computers.

2. Equipment Used: Personal computer, scanner, copy machine, fax machine, paper shredder, inventory scanner and other equipment associated with a 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; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, and/or influencing people are important in achieving job objectives, causing action or understanding in others, influencing behavior, changing an opinion, or turning a situation around.

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

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