



POSITION DESCRIPTION

TITLE: Assistant Director, Outreach Partnerships **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
1. Direct, develop, implement and administer the District's comprehensive testing services which include GED testing, instructor services, placement testing, state mandated and national testing programs. Assist in the management of daily operations; work on department short and long term strategic goals and manage departmental budget.	25%
2. Provide personnel management direction and guidance to staff to include orientation, performance appraisal, coaching and professional development. Handle hiring and evaluating staff; mentor and train staff on testing services policies and procedures.	20%
3. Develop, implement, and maintain departmental policies and procedures in accordance with institutional, local, state, and federal rules and regulations related to the Texas Success Initiative (TSI) assessment.	20%
4. Serve as a resource to El Paso Community College District Student Services and Instructional and Information Technology Divisional teams to provide information and coordination of district wide comprehensive testing service efforts.	15%
5. Participate in specialized group and/or committee meetings in key areas such as Developmental Educational, Dual Credit/Early College High School and any related group as needed.	10%
6. Represent and perform duties on behalf of Director in his/her absence.	5%
7. Perform other duties as assigned.	5%

SUPERVISORY RESPONSIBILITIES: Direct/Indirect supervision of assigned staff.

BUDGET RESPONSIBILITIES: Departmental budget.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree.

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:

- Skill to effectively plan work activities, schedules, priorities, and utilization of multi-site operation;
- Skill to effectively perform supervisory and managerial responsibilities;
- Knowledge of problem-solving techniques for identifying problems and determining the most appropriate course of action for their resolution;
- Ability to work effectively under pressure and to act quickly and appropriately in emergency situations;
- Strong interpersonal/communication skills (both oral and written);
- Experience of working with budgets.

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.

POSITION TITLE:	Assistant Director, Outreach Partnerships
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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*