



**Position Title:** Director, Testing  
**Reports To:** Director, Student Services  
**Department:** Testing  
**Prepared By/Date:** Jennifer C. Brito/03-2009  
**Approved By/Date:** Ana Maria Bradley-Hess/11-21-2011  
**Revised:** Donna French/11-21-2011

**Job Code:** 0708  
**Job Group:** PEC  
**Salary Grade:** 16  
**FLSA Status:** Exempt

**Summary:**

This position is responsible for the overall operation and management of the Testing Department.

**Essential Duties and Responsibilities:**

- Hires, supervises and evaluates personnel
- Prepares and maintains budgets
- Resolves student issues and problems
- Coordinates and implements the administration of Campus and College approved assessments and tests
- Coordinates all aspects of the Feedback Program which includes student, faculty and administrative
- Ensures the integrity and confidentiality of the scanning process of the instruments and distribution of reports
- Interprets and disseminates information regarding testing policies and procedures
- Compiles, prepares and interprets data as directed by Campus administrators
- Works with schools in the service area to ensure a smooth transition for new and prospective students
- Serves on Campus and College committees
- Recommends and implements College policies, procedures and guidelines
- Provides training opportunities for employees
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Knowledge of test administration and test security policy and procedures
- Knowledge of Odyssey and mainframe system
- Proficiency in budget maintenance
- Possess excellent oral and written communication skills
- Demonstrates good organizational and interpersonal skills
- High proficiency level in computer applications and computer networks
- Ability to effectively present information to groups of managers, clients, customers and the general public
- Ability to manage and direct large groups of employees
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work a flexible schedule including day, evening, and weekend assignments

- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty, and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-Essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Education, Psychology or other related field and seven (7) years related experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name