



Position Title:	Testing Coordinator		
Reports To:	Program Manager		
Department:	Child Care Training	Job Code:	4186
Prepared By/Date:	Samuel Ore/06-10-2009	Job Group:	PENC
Approved By/Date:	Samuel Ore/06-10-2009	Salary Grade:	12
Revised:	Jennifer C. Brito/06-10-2009	FLSA Status:	Exempt

Summary:

The Testing Coordinator is responsible for supervising all childcare competency exams in Dade and Monroe counties.

Essential Duties and Responsibilities:

- Provides supervision for test proctors
- Enforces procedures for paper/ pencil and computer based tests
- Conducts training to Examiners and testing staff as needed
- Provides technical assistance for students and testing personnel
- Maintains an accurate inventory of test materials and prepares test packages for all campuses
- Maintains the security and integrity of all materials controlled by Testing Department
- Assists with the delivery of testing services
- Coordinates the testing schedule for eight campuses
- Prepares tests and makes copies of test booklets as needed
- Troubleshoots exams that cannot be scanned
- Train proctors college-wide
- Conducts monthly reconciliations for all revenues collected from on-line testing payments
- Ascertains monthly revenues to be distributed to each campus based on testing reports
- Serves as proctor for competency tests in Dade and Monroe Counties
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of the Child Care Training system and other computer programs
- Knowledge and understanding of training and education principles.
- Effective interpersonal skills, customer service skills, and public relation skills.
- Ability to perform basic departmental functions such as locating materials, answering questions, directing clients, etc.
- Ability to speak effectively before groups of students, faculty and staff.
- Ability to work in a multi-cultural environment.

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 moderate.

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.

Limited physical effort required and limited exposure to physical risk.

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 and three (3) years related experience and documented computer skills required.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name