

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSESSMENT SPECIALIST

PAY GRADE: C-6

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Schedule, setup, and administer all testing (electronic and paper-pencil) and assessment activities of the department which includes: testing at district high schools and other educational sites outside of the college, when needed; testing special populations and administering certification tests, college placement tests, vocational tests, and other psychometric tests; proctoring tests for CF faculty and adjuncts, and for other colleges and universities; assessing students for aptitude ability, for career interest and suitability, and for career choice.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate degree required, Bachelor's Degree preferred.
2. Years of Experience in field: At least two years of experience required administering/proctoring various electronic and paper-pencil standardized and specialized tests to a diverse student population in a post-secondary setting.
3. Special skills or abilities related to position: Proficiency in verbal and written communications; the ability to work effectively with minimal supervision; the ability to administer various tests, both standardized and specialized; the ability to administer numerous career assessment tools; and the ability to effectively interpret and communicate test and assessment results to examinees for the purpose of educational and career planning/decision-making.

ESSENTIAL JOB FUNCTIONS:

1. Administer electronic and paper-pencil tests, and career assessment.
2. Schedule individual and group tests and assessments, sometimes at locations outside of the college.
3. Score tests, enter test scores into the college's database, and maintain related records and statistical data.
4. Interpret and communicate test and assessment results to examinees for the purpose of educational planning and career guidance/decision-making.
5. Maintain current testing and assessment practices, staying current on State testing requirements, policies, and related legislation.
6. Inform and help train college personnel and high school testing proctors on current testing procedure, practices, and program requirements.
7. Provide various clerical functions related to testing operations.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in a classroom/testing environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Dean Student Services