

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: MANAGER – TESTING AND ASSESSMENT

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITIES:

To provide college-wide oversight, reporting, and coordination of testing and assessment services for students and other examinees. Provide direct supervision of full- time and part-time testing staff and program evaluation. Serve as a program/testing services advisor to staff at testing centers in other campus locations and provide training as needed. Develop and implement new programs and services, as well as innovative strategic initiatives. Serve as the liaison between other department staff as it relates to industry certification testing.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” 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.

PREREQUITES FOR POSITION (Qualification Standards):

1. Education and Training: A Bachelor’s degree is required in education, special education, counseling, vocational evaluation, psychometrics, business, computer technology, or a related field. A master’s degree is preferred.
2. Years of experience in the field: At least three years’ experience working in education which may include teaching, advising, enrollment services, testing, disability services, financial aid, or other related areas. Management experience is preferred, along with a technical background in computer diagnostics or troubleshooting, and training.
3. Special Skills or Abilities Related to the Position: Ability to work with students, the public, college technical staff, college administrators and department heads, and test vendors/publishers. Ability to coordinate services in all college campuses, and to manage and evaluate program operations and staff. Maintain professional relationships with local and state agencies and private test vendors/publishers/distributors. Must have knowledge and understanding of the technical and educational aspects of all college programs. Assist the dean of Students services in identifying and implementing new testing services that benefit students and other examinee needs.

ESSENTIAL JOB FUNCTIONS:

1. Manages all testing operations, supervises full-time and part-time staff, and coordinates testing activities at other CF campuses.
2. Assures that all testing services are administered with integrity, confidentiality, and security.
3. Analyzes, troubleshoots, and solves technical problems.
4. Identifies, develops, and implements strategic initiatives, including approaches to testing, the development of new revenue/resource streams to help meet student and the institution's need.
5. Serves as a resource to faculty, staff, and administration on issues relating to the testing laws, rules, regulations, and vendor/test publisher requirements with whom CF conducts business.
6. Communicates test schedules, registration procedures, and test requirements to examinees, parents, schools, and others as needed.
7. Coordinates and schedules industry certification testing with the appropriate college department's staff, and maintains industry certification testing data.
8. Executes annual contracts and agreements with testing entities.
9. Works collaboratively with IT in updating software and hardware on as-needed basis.
10. Assures that CF maintains annual renewal requirements on all national test site certifications required by test vendors/publishers and by NCTA.
11. Serves as the CF Institutional Test Administrator when representation is needed at statewide meetings, FACTA, NACTA, and testing events.
12. Trains testing personnel at all CF campuses.
13. Interacts with faculty to help meet their testing needs for online learners and other students.
14. Works with the dean of Student Services to establish department goals and annual budgets.
15. Assists the director of Disability Services in the provision of individualized testing accommodations to students with disabilities.
16. Directs and maintains test center web pages and other social media.
17. Develops work plans in accordance with established goals, objectives, and resource constraints.
18. Prepares administrative reports and makes presentations to various audiences.

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

PHYSICAL DEMANDS: (Continued)

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly 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 an office and testing lab environment.
- Travels around campus and to other campus locations and classrooms.

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

PRIMARY LOCATION OF JOB

Ocala campus

SUPERVISOR OF POSITION

Dean of Student Services