

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSESSMENT SPECIALIST

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Schedule, set up, and administer all testing (electronic and paper-pencil) and assessment services for the department which includes: testing special populations; specialized certification tests; college placement and exit tests; proctoring tests for faculty, for adjuncts, and for other colleges and universities; assessing students' aptitude ability, temperament, cognitive abilities, critical thinking and problem solving skills; and testing students in limited access programs such as EMT, Health Sciences, Law Enforcement, and Corrections.

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.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate's degree in general education or related field required. Bachelor's degree preferred.
2. Years of Experience in field: Three years' full-time experience is required in administering computerized and/or paper-pencil tests and/or secretarial/ clerical/computer typing and data entry.
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 specialty tests; and the ability to effectively interpret and communicate test and assessment results to students and others for the purpose of educational planning and decision making.

ESSENTIAL JOB FUNCTIONS:

1. Administer electronic and paper-pencil tests.
2. Schedule individual and group tests and assessments, sometimes at locations outside of the college.

ESSENTIAL JOB FUNCTIONS: (Continued)

3. Score tests, enter test scores into the mainframe, and maintain related records and statistical data.
4. Effectively interpret and communicate test and assessment results to examinees for the purpose of guidance in educational planning and decision making.
5. Maintain current testing and assessment practices, staying current on state testing requirements, policies, and related legislation.
6. Inform and help train part-time proctors and assistants on current testing procedures, practices, and program requirements.
7. The ability to troubleshoot IT testing issues and problems and collaborate with IT staff to correct problems.
8. The ability to successfully pass test vendors' certifications in order to be able to administer and proctor those specific certification tests.

(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 accommodations 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 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.
- Ability to drive a college vehicle.

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: Manager of Testing and Assessment