

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: DISABILITY SERVICES 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 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 "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 required. Bachelor's degree preferred.
2. Years of Experience in field: At least two years' experience is required in administering/proctoring various electronic and paper-pencil standardized and specialized tests to a diverse student population in a postsecondary 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 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.
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 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 procedures, practices and related legislation.
7. Provide various clerical functions related to testing operations.
8. May be required to work a flexible schedule which may include late afternoons, evenings or weekends.
9. Other duties as assigned.

(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: Director of Disability Services