Title: Coordinator of Testing Services
Dept: Student Assessment Center Pay Grade: Professional/Technical Exempt – E
Reports to: Director of Testing Services Salary Range: $45,000 - $78,750
Starting Date: Screening to begin 12/01/2014 FLSA Status: Exempt
Closing Date: Open until filled.

General Statement of Job

The Coordinator of Testing Services coordinates the testing schedules for all Student Assessment Centers and GED Centers district wide and helps keep the testing services in compliance with all state and federal regulations. The Coordinator of Testing Services will analyze data and work with the school administration and faculty in understanding assessment data in order to generate effective responses to the college and college’s needs. This individual must be able to provide training to both South Texas College and Dual Enrollment ISD staff in using formative assessments to enhance and engage student learning as well as facilitate the administration of state mandated assessments. Additionally, the Coordinator of Testing Services will certify ethical testing practice within the school building.

Specific Duties and Responsibilities

Essential Functions:

1. Coordinates the operations of the Student Assessment Center test schedules, district-wide.
2. Organizes testing throughout the community college district.
3. Administers, scores, and interprets testing instruments.
4. Supervises and administers the TSI, American College Test (ACT), SBCCI, Texas Academic Skills Program (TASP), Adult Basic Learning Examination (ABLE), ASSET, and other related test instruments.
5. Ensures security of TSI, ACT, ASSET, SBCCI, TASP, ABLE, and all other testing instruments.
6. Provides testing and related workshops and training services for faculty, staff, and students.
7. Supervises, monitors, inputs, and ensures all testing reports are in compliance with the Texas Higher Education Coordinating Board requirements.
8. Ensures all official test scores sent to the college are registered in the College’s system.
9. Develops and submits reports to the Director of Testing Services on a timely basis.
10. Hires and trains all Room Supervisors and Proctors for various test administrations.
11. Participates in the registration process throughout the college district.
12. Coordinates all computer assisted assessment for the college district.
13. Works with Outreach to facilitate the Testing Orientation program.
14. Coordinates the on-site Distance Learning assessments as requested by faculty.
15. Ensures Texas Success Initiative compliance via the Banner Student Information System.
17. Performs other assigned duties as assigned.

**Required Education and Experience**

1. Bachelor’s Degree required; Master’s Degree preferred.
2. At least two (2) years of supervisory experience in higher education, specifically in related area, or eight (8) years of testing knowledge required.

**Required Knowledge, Skills and Abilities**

1. Specific knowledge of testing and academic advising skills are essential.
2. Strong interpersonal skills for an effective team environment.
3. Excellent oral and written communication skills.
4. Demonstrated ability to interact effectively with a diverse, multi-cultural population.
5. Ability to work evenings and/or weekends as needed; willing to travel throughout the college district using own means of reliable transportation.
6. Demonstrated commitment to the community college philosophy of education.
7. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
8. Ability to write reports, business correspondence, and procedure manuals.
9. Ability to effectively present information and respond to questions from groups of students, managers and the general public.
10. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
11. Ability to deal with problems involving several concrete variables in standardized situations.

**Checks, Certificates, Licenses, and Registrations**

1. All applicants are subject to a national criminal background check under STC policy.
2. Must have a valid Texas driver’s license and proof of liability insurance.

**Physical Requirements**

1. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
2. Ability to make rational decisions through sound logic and deductive processes.
3. Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
4. Standing particularly for sustained periods of time.
5. Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
6. Moving about on foot to accomplish tasks, particularly for long distances or moving...
The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

Position # 700331