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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Testing Services Coordinator

**DEPARTMENT:** Instruction **FLSA:** Exempt

**LOCATION:** Union Campus **LEVEL:** 201

**REPORTS TO:** Associate Director, Learning Center **DATE:** 05/22/2014

**POSITION SUMMARY:** Provide testing services to students, faculty, staff and area businesses.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of Bachelor’s degree; one year related experience; meet and maintain certification requirements for administering, proctoring, and reporting on necessary tests and exams, which will require specific training; must possess a valid driver’s license

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Coordinate and administer a variety of tests on ECC campus, satellite campuses, and area high schools. This includes assistance with scheduling and sign-up procedures for COMPASS, CAAP, Accuplacer, CLEP, CBASE/MoGEA, HESI A2, Nelson-Denny, Writing Samples, and Math/Writing dual-credit tests.
* Assist with monitoring tests in Testing Center at main campus.
* Coordinate scoring of dual credit tests with Learning Center staff and report results to Registration and high school counselors/instructors.
* Ability to communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Coordinate scoring of placement tests for all campus locations and enter all placement scores into Datatel.
* Maintain documentation of all tests and testing materials.
* Supply requisitions for COMPASS, CAAP and other test materials as needed. Ensure that all test materials are stored in a secure setting and returned promptly after each testing cycle.
* Generate placement and exit testing reports for Division Chairs, Associate Registrar, or VP of Instruction.
* Assist with programming and administration of COMPASS tests across all campus locations.
* Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**ADDITIONAL DUTIES:**

* Adjustment of hours involving evening and/or weekend work may be required on short notice.
* Perform other related duties as may be assigned.

**KNOWLEDGE, SKILLS, and ABILITIES:**

* Familiarity with standardized tests and procedures (COMPASS, CAAP, MOGEA, ACCUPLACER, etc.)
* Familiarity with standard word processing, spreadsheet and presentation software.
* Knowledge of general and specific office procedures related to both Learning Center and Testing Center.
* Knowledge of the Family Educational Rights and Privacy Act (FERPA).
* Ability to establish and maintain cooperative relationships with other employees at all levels.
* Ability to present materials effectively to individual students or groups.
* Ability to handle confidential matters.
* Ability to provide quiet, secure atmosphere for testing.
* Some knowledge of ADA regulations with regards to making referrals and providing necessary accommodations.

**LEADERSHIP and COMMUNICATION SKILLS:**

* Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis, and or provide extensive customer service to internal or external patrons.
* Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

**DECISION-MAKING and ANALYTICAL SKILLS:**

* May be responsible for actions of others, requiring almost constant decisions affecting co-workers.
* Adhere to college and department policies, procedures, and practices.
* Perform job duties in a safe and efficient manner.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; use equipment or software for scoring tests (Grademaster, Scantron, etc.); office machines such as telephones, fax machines, or copiers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* **Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends. The employee may be required to travel out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operations of the college.
* **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 15 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**POSITIONS SUPERVISED:** None

**Signatures**

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*