

DIRECTOR OF TESTING

GENERAL STATEMENT:

Administers testing services and coordinates with College personnel, guidance services, and academic departments for testing services. Duties may be performed on standard, weekend, or evening shifts.

REPORTS TO:

Dean of Enrollment Management

OCCUPATIONAL GROUP:

Professional/Non-faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Counseling, Psychology, Testing and Measurements, Statistics, or a closely related field.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years experience in testing or counseling. Experience in computerized testing.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Responsible for administering the following tests: GED, CLEP, Reading, Nursing, Medical Terminology, THEA, ACT, alternative placement tests, and internet tests.
- Maintains liaison with counselors and faculty regarding the administration, evaluation, and scoring procedures of tests.
- Maintains security of test materials and confidentiality of test results.
- Administers tests: scores, reports scores, and maintains records.
- Trains, supervises, and evaluates part-time test administrators.
- Plans and administers testing budget to insure operation within fiscal constraints.
- Proctors make-up tests for campus instructors and extension courses.
- Maintains inventory of test materials and supplies.
- Responsible for publishing of test brochures.
- Assist with testing at Terrell and Palestine as needed.
- Assist with advisement of students.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- Some weekends and evenings required.
- Some travel required.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 04/25/06

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