



TEMPLE COLLEGE
TEMPLE, TEXAS

Job Description

JOB TITLE: Director, Testing
FLSA: Exempt
SALARY LEVEL: Professional Level 2
DATE: February 22, 2009

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

Under general supervision of the Division Director, Student and Enrollment Services the incumbent plans, organizes, and supervises activities of the testing center; provides security of all testing tools; reviews and approves center staff time sheets. Provides training for staff to insure all new testing guidelines and procedures are met. Consults with outside testing agencies, colleges, and universities for continued update on latest procedures and technology to ensure efficient testing services to students and faculty. Manages personnel within the Testing Department.

DUTIES AND RESPONSIBILITIES:

The incumbent:

- Plans, organizes, and supervises activities of the testing center; provides security of all testing tools; reviews and approves center staff time sheets; Provides training for staff to insure all new testing guidelines and procedures are met.
- Inspects and enforces policies and procedures for test admission to testing centers; affirms test security by creating written procedures and provides secure test storage.
- Manages and monitors department Datatel requisitions and purchases; prepares purchase requisitions, maintains supplies, equipment, and inventories.
- Hires, trains, supervises, and evaluates testing personnel to insure staff is adequate to meet daily testing workload; coordinates the work schedules to ensure adequate coverage.

- Investigates and reports scholastic dishonesty incidents to Division Director; analyzes, evaluates, solves, and makes decisions regarding problematic situations.
- Produces statistical reports and provides information to Division Director regarding student use of the testing center.
- Responsible for any customized testing procedures.
- Consults with outside testing agencies, colleges, and universities for continued update on latest procedures and technology to ensure efficient testing services to students and faculty.
- Represent the College at various community settings.
- Perform other job-related duties as assigned by the Division Director.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree and two (2) years of directly related work experience specific to the duties and responsibilities described.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Ability to develop and deliver presentations. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community. Ability to communicate effectively, both orally and in writing. Knowledge of programs/services available to students. Knowledge of community outreach practices. Ability to process computer data and to format and generate reports. Knowledge of customer service standards and procedures. Knowledge of student recruitment and retention issues. Ability to interpret, adapt, and apply guidelines and procedures. Ability to investigate and analyze information and draw conclusions. Knowledge of principles, best practices, and trends in test administration. Knowledge of supervisory principles, practices, and methods

PHYSICAL EFFORT:

Light physical activity is required with occasional lifting and manipulation of objects up to 15 pounds.

WORKING CONDITIONS:

Work is normally performed in an office setting. Travel may be required in College or personally owned vehicles

SUPERVISOR OF:

Specialist, Testing

DIRECT SUPERVISOR:

Division Director, Student and Enrollment Services