



JOB DESCRIPTION

JOB TITLE: Assessment Coordinator	FLSA: Exempt
Department	Date: 9/20/2024
Security Sensitive: Yes	Grade: C41
Reports To:	

Job Summary

Oversees college-wide daily testing operations, services, and staff, and support the needs of the instructional programs. Works as a liaison with GC faculty, staff, and external community agencies to meet the needs of a variety of constituents by providing testing services and college readiness resources in compliance with GC policy and procedure, state, THECB, and federal regulations, and the requirements of contracted testing services.

Essential Functions

- Manage the planning, implementation, administration, supervision of all standardized tests including but not limited to the College Level Examination Program (CLEP), Accuplacer TSIA 2.0 college placement exams, Accuplacer ATB, and ATI Test of Essential Knowledge and Skills;
- Comply with testing guidelines and legal requirements established for the administration of contracted and community testing programs including but not limited to Pearson VUE, Meazure, Professional Service Industries (PSI), Texas Commission on Environmental Quality (TCEQ), Texas Commission on Fire Protection, National Healthcare Association (NHA);
- Establish and maintain college-wide testing schedules, policy/procedure, security, accommodations, and remote testing protocols in compliance with local, state, and federal guidelines;
- Coordinate with Accessibility Center to provide appropriate testing accommodations and ensure compliance with Academic Adjustment Agreements and federal ADA guidelines;
- Recruit, select, and train Testing Center staff. Develop and implement training, supervision of daily operations, staffing, scheduling, ensuring proper training and certification of all personnel involved in test proctoring and administration;
- Ensure the integrity and quality of the testing environment, all tests, adhere to ethical testing practices, secure storage, and proper dissemination of test materials;
- Coordinate mandatory hardware and software upgrades for Internet Based Testing and Computer Based Applications;
- Works collaboratively with faculty, academic departments, and administration to align testing strategies with institutional goals, ensuring testing supports course placements, academic advising, and student success programs;
- Develop, manage, and balance budget including departmental expenditures, employee salaries, and revenue tracking;
- Project center needs, propose changes, carry out additions/adjustments, and maintain test inventory.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training

- and being prepared to act should a health or safety emergency occur;
- Other duties as assigned.

Minimum Education, Skills and Ability

- Bachelor’s degree in student services, education, business, or a closely related field; Master’s degree preferred;
- Relevant experience in a testing or assessment environment may be considered in lieu of an advanced degree;
- Familiarity with standardized testing services, such as CLEP, Accuplacer, ATI, and the ability to administer these tests in compliance with federal, state, and institutional guidelines;
- Knowledge of best practices in test security, ethical testing standards, and test administration procedures;
- Knowledge of generally accepted budgeting and staffing practices;
- Strong understanding of federal and state regulations, including ADA and THECB guidelines, and the ability to maintain compliance with institutional and external policies;
- Knowledge of standard office practices and procedures and in the use of personal computers and commonly used office software programs such as Word, Excel and Outlook;
- Ability to maintain cooperative working relationships;
- Demonstrated sensitivity to and respect for a diverse population;
- Ability to manage multiple deadlines and priorities;
- Excellent communication skills;
- Ability to work under pressure.

Work Environment

- Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date