

EL CAMINO COMMUNITY COLLEGE DISTRICT  
**ASSESSMENT/TESTING CENTER SUPERVISOR**

**BASIC FUNCTION**

Under the general direction of the assigned Dean; plan, organize, and coordinate the daily activities of the Assessment/Testing Center; work with academic and student services entities to provide applicable assessment testing on and off-campus; coordinate and participate in specialized and technical work; provide office management; and hire, train, supervise, and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES**

Plans, organizes, and coordinates the work of the Assessment/Testing Center staff, which includes the administration of tests, the proctoring of tests, the processing of tests, the dissemination of testing information to staff and students, and the screening of students for the purpose of determining which tests they should take.

Develops testing schedules and work schedules of testing staff.

Interacts with staff members who use testing services, including, but not limited to, deans, directors, teaching faculty, and counselors.

Serves as a resource to faculty and staff regarding available testing instruments, their purpose, and possible usefulness for the College.

Ensures the accurate, timely, and efficient operations and activities of the Assessment/Testing Center.

Answers questions from students and staff regarding tests and test scoring.

Coordinates the uploading of test scores between test scoring equipment and software in the Assessment/Testing Center and the College's student information system.

Keeps accurate records of past testing periods for audits, management information system submissions, and metrics reporting.

Organizes and prepares all materials for placement testing of large groups on and off campus.

Prepares a variety of narrative and statistical records and reports related to assigned activities including, but not limited to, program plans, program reviews, and service area outcomes.

Responsible for the selection, training, and evaluation of Assessment/Testing Center staff.

Develops goals and operating procedures for the Assessment/Testing Center in conjunction with the Dean.

Maintains control of budget for testing, proctoring, tutoring, and assigned personnel.

Provides technical direction and information on matters pertaining to the interpretation of federal, state, and local regulations, policies, and procedures; researches, interprets, and clarifies Assessment/Testing Center policies as requested.

Operates a computer and other office equipment to ensure the delivery of applicable services to students and colleagues.

Attends and participates in meetings, workshops, trainings, and conferences as assigned; maintains current knowledge of laws and regulations related to assigned activities; serves on assigned committees.

Performs related duties as assigned.

**JOB QUALIFICATIONS:**

Knowledge Of:

Applicable regulations, policies, and procedures.

Testing instruments and procedures.

Modern office practices, procedures, and equipment.

Supervision and training principles.

Effective oral and written communication skills.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

Principles and techniques of supervision and training.

Record-keeping techniques.

Ability to:

Plan, organize, and coordinate the day-to-day activities of the Assessment/Testing Center.

Communicate oral and written instructions clearly.

Organize and control the administration of the testing process.

Make judgments and decisions in regard to testing.

Interpret policies and procedures.

Keep information and materials secure and confidential.

Explain the use of certain tests to determine placement for specific classes.

Propose testing budget based on past usage, available funding, and projected usage.

Work well with students and personnel of diverse backgrounds.

Establish and maintain effective working relationships with others.

Work with a personal computer and applicable software.

Meet schedules and timelines.

Work confidentially with discretion.

Maintain records and prepare complex statistical reports.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree and two years of increasingly responsible experience in a student services or related field or an associate degree and seven years of increasingly responsible experience in a student services or related field. One year of coordination and/or supervisory experience desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Typical office setting.

Some travel may be required.

Hand and finger dexterity to operate various office equipment.

Extensive computer work

Long periods of standing and sitting.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

Extensive interaction with students and the general public

Supervisor Salary Range 16

Revised and Board Approved: September 7, 2016