

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2000**

ASSESSMENT AND CERTIFICATION CENTER MANAGER

FLSA STATUS: EXEMPT – PAY GRADE: 21 – P

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Assessment and Certification Center Manager provides campus leadership in planning and implementing a comprehensive program for the delivery of assessment and certification services to prospective and matriculated students and coordinates the campus assessment and certification center. Employees in this class provide a leadership role focusing on utilizing assessment methodologies to ensure student success and provides analytical information to enhance instructional outcomes.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Assist in the development of policies governing assessment; plans and develops testing services to implement and enhance initiatives of instructional programs.

Plans, develops and allocates staff and monitors resources to support delivery of tests; supervises administration of tests.

Reviews and recommends improvements and enhancements to quality and consistency of assessment; plans, designs and implements assessment services which interface/support institutional mission and quality initiatives.

Develops, implements, monitors and trains in the use of computer applications, tracking, reporting and research; conducts and reports research on assessment.

Writes procedures, guidelines, summary reports; coordinates delivery of assessment services to external groups; administers state, national, and standardized testing programs in accordance with guidelines.

Assists the director of certification and assessment in implementing the application of technology in delivery of assessment services; develops and prioritizes lists of computer and other capital equipment.

Provides and supports professional development opportunities in field of assessment.

Coordinates closely and directly with the campus Counselor and Career Development Center Coordinator.

Informs internal and external constituents of current assessment services through formal and informal marketing strategies; maintains secure test materials and equipment.

Represents the college in external assessment groups; manages the use of files of record maintaining confidentiality, accuracy and completeness.

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Recommends for appointment, trains, and evaluates assigned staff.

Coordinates staff and activities of assigned campus certification and assessment center.

Responds to phone calls, approves purchase requests, leave forms, mileage, timecards, etc.

Provides forms designs.

Performs related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution and three (3) years of related experience.

PREFERRED QUALIFICATIONS:

Master's degree in education, research, tests and measurement or related areas from an accredited college or university supplemented by three (3) years of experience in an educational environment working with test administration, development, interpretation and analysis.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/99; Revised 4/00