

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2022**

**ASSESSMENT AND CERTIFICATION CENTER SENIOR MANAGER**

**FLSA STATUS: EXEMPT – PAY GRADE: 22 – P**

**JOB FAMILY: STUDENT SERVICES**

**JOB FUNCTION: STUDENT SERVICES**

**GENERAL STATEMENT OF JOB**

The Assessment and Certification Center Senior Manager provides leadership and collaboration across all five campuses in planning and implementing a comprehensive program for the delivery of assessment and certification services to the community and prospective and matriculated students. This position supervises two unique assessment center operations, the Deerwood Assessment and Certification Center staff, and the online remote proctoring staff.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provides leadership; establishes collaborative relationships with Academic Affairs, Student Affairs, and Workforce Programs; and serves as a resource to the mathematics, EAP, English, Adult Education, and Allied Health disciplines in all matters related to college-wide placement, diagnostic, competency, remote, and exit testing, as well as demonstrating college readiness through traditional testing and alternative methods.

Operates and manages testing services for distance learning assessment center, naval base assessment centers, and academic-assessment center; sets schedules and determines viability in both short- and long-term forecasting. Evaluates demand, availability, and staffing to support online testing, base support, and academic operations.

Serves as the FSCJ Testing and Assessment Representative at governmental and professional meetings; local, state, and national levels regarding testing and assessment policies, procedures and implications; and testing and assessment councils, conferences, and workshops.

Represents the College as the Institutional Testing Administrator and manages all college-wide testing and assessment online accounts and platforms.

Monitors/implements state and federal legislation changes regarding demonstrating college readiness, high school graduate placement testing, career certificate exit testing, credit-by-exams, competency requirements and related exams, Adult Education exams, and higher education policies and procedures to ensure College-wide compliance.

Creates testing tables for new exams based upon Florida Statutes and rules, and when there is a needed change, collaborates with appropriate Deans and Program Managers to set placement and graduation scores.

Hires, supervises, and establishes online and on-campus training and development methods appropriate for all college-wide testing and assessment staff to ensure policies and procedures align with state and local policies and test vendor requirements.

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Develops and administers the collegewide Testing and Assessment budgets, including procurement of appropriate assessment materials; purchase and maintenance of computers, software, networks, and other equipment for computerized assessment; hiring personnel; and approval of in-district travel.

Manages third party contracts and agreements for both virtual and on-campus testing and assessments collegewide. Modifies and prepares contracts to ensure that contract language follows state and local testing policies.

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 five (5) 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.

**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; 9/14/22