

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2005**

DISTANCE LEARNING ASSESSMENT SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 – C

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

Employees in this category coordinate and oversee alternate site testing for credit courses in the distance learning program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Work with campus leaders to identify and schedule test site locations college wide; ensure that each location is appropriate and secure for testing; ensure materials and resources are available at testing sites.

Interview, recommend, schedule, train, supervise and evaluate the performance of part-time test proctors, as needed; develop orientation material and conducts orientation for newly hired adjuncts.

Ensure delivery of tests at alternate test sites college wide and at external approved test sites; handle any staff complaints about the testing process and problem-solves for solutions.

Ensure that test security is maintained.

Monitor adherence to policies and procedures; report issues to supervising administrator.

Assist distance learning instructors to ensure adherence to established testing policies and procedures.

Respond to and resolve faculty questions and concerns related to college policies and procedures as they relate to distance learning testing procedures.

Provide input and make recommendations to supervising administrator in support of policy formulation related to distance learning testing.

Maintain data, compile statistics, and provide reports relative to testing and assessment activities.

Use data to plan and develop staffing resource requirements; conduct long-range planning to ensure adequate staffing to accommodate rapid enrollment growth.

Assist supervising administrator in implementing the application of technology in delivery of distance learning testing services. Provide technical support to staff and faculty utilizing testing resources.

Recommend revisions to online course shells to improve the integrity and quality of the proctored testing process.

Provide information to new adjunct faculty on distance learning procedures; provides support for testing questions and issues.

Respond to problems reported by students; oversee and perform follow-up communication to resolve

DISTANCE LEARNING ASSESSMENT SPECIALIST – Page 2

issues between faculty and students.

Perform other duties, as assigned.

SUPERVISION RECEIVED

Supervision is received from the supervising administrator.

SUPERVISION EXERCISED

Employee may act in a lead capacity or provide direction to assigned proctors, as required.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency degree supplemented by at least three (3) years of related experience.

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

DISTANCE LEARNING ASSESSMENT SPECIALIST – Page 3

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 5/05