

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

DISTANCE LEARNING ASSESSMENT COORDINATOR

FLSA STATUS: NON-EXEMPT – PAY GRADE: 15 – C

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

Employees in this category coordinate and oversee the development, planning and implementation of the Virtual College quality assurance. This position supports distance learning faculty with administrative procedures and processes related to instructional assignments for Virtual College as well as the development of computerized student assessment on and off campus and management of proctored alternate and remote site testing.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Organize and coordinate the operations of the quality assurance program for student assessment and course delivery program for distance learning.

Identify and monitor national and state level standards, benchmark standards and policies that lead to the continuous improvement of teaching and learning in distance learning delivery.

Provide direction, informational support, technical/professional guidance and coaching to department personnel and adjunct faculty as it relates to the quality assurance program.

Ensure adequate training, development and competence of distance learning faculty regarding student assessment procedures. Monitor the faculty member's adherence to the procedures.

Use student tracking function in learning management systems to investigate and verify details of student appeals. Provide findings to the Associate Dean for further action, as appropriate.

Develop budgets, plans and staffing requirements for the operation of the quality assurance program.

Coordinate the development of computerized student assessment. Provide coordination for short term and long-term decision-making relating to implementing computerized testing for distance learning students at remote and local sites.

Oversee the scheduling of college facilities for on-campus computerized testing by the Distance Learning Assessment Specialist.

Develop or obtain appropriate training materials for adjuncts.

Under the direction of the supervisor, provide external liaison with and represent the College in the management and coordination of remote site testing arrangements with military education service officers and nationwide qualified testing site proctors.

Develop automated on-line database for students and faculty to schedule proctored testing dates and sites.

Create necessary reports, charts and correspondence relative to status, progress, costs and operations pertaining to student assessment as well as investigation, verification, and interpretation of student reports of problems including problem resolution and policy exceptions.

Interpret college and departmental policies and procedures.

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Perform related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Employee provides supervision over assigned staff.

MINIMUM QUALIFICATIONS

A high school diploma or high school equivalency degree and two (2) 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 mainframe and personal computers, equipment, and related peripherals, and modern office. Tasks may require ability to lift, carry, push and or pull objects of light weight (12-20 pounds). 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 department records, documentation, figures, financial and reporting systems, and related 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 technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various 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 the public, faculty, and staff under charge.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages; compute discount, profit and loss, ratio and proportion; interpret graphs.

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 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 occasionally high levels of stress, imposed by frequent deadlines, peak workloads, or staff 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: 10/05