Assessment Center Supervisor

BASIC FUNCTION:

Under the direction of the Dean of the Counseling and Matriculation Division, plan, organize and coordinate projects and day-to-day activities related to the functions and activities of the Assessment Center; train, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

1. Provide overall direction and guidance to the day-to-day operations and activities related to the functions of the Assessment Center.

2. Train, supervise and evaluate performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

3. Provide work direction to staff and students assigned to the Assessment Center.

4. Attend and conduct a variety of meetings as assigned; participate in campus and community meetings promoting the needs and interests of the Assessment Center; prepare agendas for meetings as appropriate.

5. Review guidelines, policies and instructions related to placement testing, registration and counseling with students prior to placement tests; distribute and assist students with testing admissions applications; schedule, administer and provide individualized results for tests in English writing; English reading or ESL courses to determine eligibility.

6. Oversee administration and proctoring of group and individual testing sessions; verifying of prerequisites, probationary or disqualified status students as appropriate.

7. Monitor and adjust computer screens for placement, prerequisites and linked courses.

8. Plan, coordinate and prepare a variety of materials used in program literature, marketing, catalogs and brochures.

9. Oversee and maintain assigned departmental budget; monitor and control expenditures in accordance with established limitations; participate in development and preparation of the annual preliminary budget for the department.

10. Develop and update Assessment Center policy, manuals and directives according to district, federal and/or state guidelines.

11. Implement Assessment Center plans and objectives.

12. Maintain currency on assessment issues through participation in activities of related state and local organizations.

13. Communicate with division deans, department heads and program directors to develop and implement testing procedures and policies and to resolve placement issues; consult with departments regarding testing theory and practice; develop and design assessment surveys.

14. Prepare various statistical reports for college administrators, managers, departments and divisions; generate district matriculation statistical reports related to matriculation and assessment; access the student information system (SIS) to extract specific student, class and course information for analysis and reporting.

15. Create student placement and appeal process; convene hearings of student appeals and prepare decisions.
16. Collaborate and cooperate with local area high schools to establish assessment recruitment strategies to assure diverse applicant pools.

17. Order supplies, monitor inventory and prepare requisitions for supplies as needed.

18. Perform special projects; analyze needs, develop solutions and establish timelines.

19. Operate a computer and other office equipment as assigned.

20. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

1. Planning and coordinating the day-to-day activities related to the functions and activities of Assessment Center.

2. Psychometrics in assessment testing.

3. Placement testing and registration policies, procedures and regulations.

4. Development and presentation of programs and workshops.

5. Interpret, apply and explain rules, regulations, policies, procedures, objectives and goals of the Assessment Center.


7. Oral and written communication skills.

8. Grant coordination and monitoring.


10. Principles and practices of supervision and training and providing work direction to others.

11. Interpersonal skills using tact, patience and courtesy.

12. Record-keeping techniques.

13. Modern office practices, procedures, equipment and assigned software.

**ABILITY TO:**

1. Demonstrate understanding of sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Provide overall direction and guidance to the operations, problem solving and decision making of the Assessment Center.

3. Interpret, apply and explain rules, regulations, policies, and procedures.

4. Oversee and maintain program budget.
5. Provide for program reporting and accountability.
6. Prepare comprehensive program reports and reviews.
8. Meet schedules and timelines.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.
11. Coordinate and support special projects.
12. Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An associate’s degree and three years experience in a related field.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.

DATE APPROVED: March 13, 2007
RANGE: 5-53
EEC-CATEGORY: H-30