

# GADSDEN STATE COMMUNITY COLLEGE

## JOB DESCRIPTION

Position Title: **Testing Coordinator**

Supervisor's Title: Associate Dean of Enrollment and Retention

**JOB SUMMARY:** Responsible for the coordination and management of the Testing Services Department. Serve as the Chief GED and NREMT test administrator. Manage and supervise the College's computer-based testing programs: GED, NREMT, Accuplacer, MSSC, WorkKeys and other required tests as needed.

### ESSENTIAL FUNCTIONS:

- Coordinate GED and NREMT testing at the Gadsden Campus and GED testing at the Ayers Campus, the St. Clair Correctional Facility, and the Etowah County Detention Center.
- Maintain annual certification as a Pearson VUE certified test administrator to administer GED and NREMT exams.
- Develop testing schedules and administer GED and NREMT exams to candidates.
- Coordinate scheduling of candidates with approved accommodations with Pearson VUE.
- Coordinates ACT On-Campus (Residual) testing schedules, coordinates ADA test date(s) as needed.
- Assists proctor with resolving testing software technical issues during a test session for Accuplacer, MSSC and/or ACT WorkKeys.
- As Accuplacer Institutional Administrator, reactivates all logins annually; periodically reviews and edits information and test setup programming in the Accuplacer software
- Maintains knowledge through review of manuals and hands-on practice of programming concepts for Accuplacer, ACT WorkKeys, ASE, MSSC, RegisterBlast and NetSupport.
- Assists with making changes to the Accuplacer Readiness Score Chart if/when required by ACCS; ensures latest version is uploaded by IT to myGadsdenState under QuickLaunch.
- Periodically runs Accuplacer, ACT WorkKeys, RegisterBlast and/or Who's Next data reports to assess testing volume.
- Assists testing proctor with answering testing inquiries (via phone, email and in-person).
- Assists testing proctor with merging scheduling logistics for multiple tests at both campus test sites.
- Reviews and edits information provided within the placement testing appointment registration process in RegisterBlast.
- Monitors Accuplacer Unit counts per test center (including ALI/ESL) and makes transfers when needed; budgets accordingly to anticipate when additional Units need to be purchased.
- Reviews and submits edits annually for areas of the catalog where relevant testing information is listed.
- Keeps inventory of age of testing computers at Ayers and the One Stop Center with goal to purchase a few new PCs each year to cycle out old ones at each test center.
- Updates the Testing Services webpage information as needed; rewrites changes and submits Website Change Request; ensures changes are uploaded correctly.
- Assists as backup proctor when needed for test offerings per vendor; takes test administrator recertification tests annually for Accuplacer, Accuplacer ATB, MSSC and ASE.

- Ensures up-to-date pricing contracts are received (and paid when required) by ACT WorkKeys, ACT On-Campus, Accuplacer, RegisterBlast and NetSupport.
- Provides ongoing training to testing proctor regarding various test administrations best practices and associated test vendor and college policies and procedures.
- Attend professional development on testing, testing policies and procedures, and adult education.
- Stays informed of testing policies and procedures through contacts with other ACCS testing directors and through AATP (Alabama Association of Testing Professionals).
- Maintain confidentiality of all testing records and related documentation.
- Serve as budget manager for Testing, GED and NREMT testing.
- Comply with all policies of Pearson VUE.
- Disseminate information regarding policy and/or protocol changes.
- Comply with all policies of the Alabama Community College System and the College.

**REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:**

Bachelor's degree from an accredited college or university, preferably in counseling, education, psychology or social work. Knowledge of the administration of the placement test, GED and NREMT exams. Experience in teaching, training, counseling or testing is required.

**REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:**

Pearson VUE Certified Test Administrator Certification, Accuplacer Certification, ASE Certification and other certifications as required.

**OTHER QUALIFICATIONS AND JOB REQUIREMENTS:**

Strong communication, collaboration and writing skills. Initiative and the ability to be self-directed.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_