Position Purpose

The Community Colleges attract students from a wide range of academic preparation to their two-year liberal arts degree programs as well as to their technical, occupational and career certificate programs. The assignment of students to appropriate courses and instructional levels depends on assessment of their academic preparation and, in many cases, requires remedial and supplemental instruction and assistance.

The Placement Testing Specialist assists in this effort by performing assessment testing of students' basic academic skills at a Community College. In some cases, the position may be assigned to a student services department to provide administrative support services in addition to testing. When assigned to an Academic Support Center, the position may be given tutoring, administrative support and personal computer work assignments.

Supervisory and Other Relationships

The Placement Testing Specialist typically reports to the Director, Academic Support Center, Director of Admissions or other administrator.

The position does not normally function as direct supervisor but may have lead responsibility for staff or student workers who perform such assignments as proctoring tests.

The position is required to have collaborative and cooperative relationships with students, faculty and staff within the College. The incumbent is expected to represent the College in a positive manner and to collaborate with academic and student services departments to contribute to retaining students.

Major Accountabilities

The Placement Testing Specialist is accountable for:

- Test administering and programing Accuplacer Placement Exam
- Testing Administration support;
- Training and leading assigned staff.

Examples of Essential Duties and Accountabilities
The following examples of duties and accountabilities illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. **Test administration:** The Placement Testing Specialist is accountable for assisting in accurate assessment of student skills by performing test administration. This accountability includes such essential tasks as:

1. Conducting placement tests and similar assessment instruments;
2. Evaluating test results and reporting student placement;
3. Collaborating with Director and faculty to set cut-off scores for placement tests;
4. Compiling data and developing reports on test scores using the computer-based system Banner via the Accuplacer Banner Bridge.
5. Programming Accuplacer to comply with CollegeBoard specifications for Next Generation Accuplacer.

B. **Administrative support:** The Placement Testing Specialist is accountable for:

1. Entering data and producing reports
2. Updating College cut scores as needed and informing staff and faculty.
3. Collaborating with faculty and staff to provide testing services and results upon request.
4. Developing an understanding and comfort with the Banner student information system and in particular the Banner functions related to placement assessment scores.
5. Serve as a resource to the Placement Assessment Proctor Team.
6. Assist with ACCUPLACER system issues/problems and may require liaison with the IT

C. **Training and leading assigned staff:** The Placement Testing Specialist is accountable for contributing to the efficiency of the learning assistance program by developing and leading assigned staff. This accountability includes such essential tasks as:

1. Assisting in selection of staff and student workers;
2. Providing orientation and training to tutors, proctors, and other assigned staff in work methods and techniques;
3. Guiding and overseeing assigned staff in such work as proctoring tests;
4. Monitoring work performance of assigned staff and providing coaching on improved performance where needed.

**Professional Participation and Development**

In addition to the accountabilities listed above, the Placement Testing Specialist is required to carry out the essential duties of:

- Attendance and participation at convocation and commencement ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at committee, staff, informational and professional meetings.

All of these duties may involve attendance at evening or weekend events.
The incumbent is required to maintain currency in the position’s required fields of professional expertise and competencies including required computer skills.

**Qualifications**

Incumbents are required to have demonstrated knowledge and abilities in the following areas:

- Computerized testing and instruction methods;
- Strong information technology literacy skills;
- Training and leading staff;
- Oral and written communication.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Bachelor’s degree in an appropriately related field together with one to four years of related experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties.

**Work Environment**

Incumbents perform most of their work in office settings or learning centers where groups of students, tutors and staff may gather. Minimal physical effort is required. Incumbents operate personal computers and related equipment. Normally, travel is not required.