

**Assistant Director, Testing**

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Coordinates the operations for the Testing Center under the supervision of the Director of Testing

1. Assumes responsibility for the Testing Center in the absence of the Director of Testing.
2. Coordinate Testing Center operations under the supervision of the Director of Testing.
3. Supervises the administration and proctoring of official college testing with regards to the TxCHSE, CLEP, Accuplacer, TSI, TCEQ (Texas Center for Environmental Quality), ATI TEAS, HESI-A2, TCOLE (Texas Commission on Law Enforcement), TCFP (Texas Commission on Fire Protection), correspondence, real estate, and faculty tests.
4. Supervise the preparation of materials for test administrations. Prepares monthly testing center data reports.
5. Enters requisitions and keeps records for the Testing Center budget.
6. Maintain testing records, files, correspondence, and displays of printed material.
7. Assist examinees with test registration and scheduling.
8. Greet visitors; ascertain the nature of business and direct visitors to the correct department or appropriate person.
9. Answer telephone and give appropriate information to callers.
10. Other duties may be assigned as needed for the efficient operation of the Testing Center.

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| **Supervisory Responsibilities** | Supervises all part-time employees on the main campus as well as scheduling work hours.Prepare and distribute monthly staff work schedules. |

Required education: Bachelor’s degree and two years of testing center experience in an ISD or college setting. Master’s degree preferred and may replace two years of experience. Pearson Vue certification