

## Job Description

**Job Title: Testing Assistant**

**JTC: TE1**

**Salary Range: N02**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides administrative assistance and facilitation in the distribution of a range of group and individual standardized testing, both automated and manual, administered through a centralized testing center.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of policies and procedures, applicable local, state and federal laws and regulations related to testing and placement. Maintains confidentiality of test materials and results.

Knowledge and understanding of computerized and manual standardized testing protocol, guidelines, procedures, and standards. Ability to oversee test distribution, scoring and test control procedures.

Ability to establish and maintain positive working relationships with others and embrace diversity, both internally and externally to achieve the goals of the organization.

Ability to effectively use organizational and planning skills with attention to detail and follows through.

The ability to make decisions and solves problems by proactively gathering the right data/information from the appropriate sources.

Skills in the use of personal computers and related software applications. Ability to communicate effectively with individuals and irate students from varying backgrounds in a stressful situation, requiring tact and diplomacy. Knowledge and experience providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

### MINIMUM KNOWLEDGE AND EXPERIENCE

High school graduate or GED equivalency and one (1) year of work-related experience. Must have valid driver's license. Ability to travel throughout Dallas County for off-site testing. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers and monitors a variety of aptitude and academic placement tests following policies and procedures of DCCCD. Follows established guidelines in working with students and faculty. Provides general assistance including typing, answering phones, and processing incoming and outgoing mail.

Depending on the area of assignment, maintains a database for statistical reports.

Administers, scores and records test results within published guidelines of federal, national, state and local exams such as GED, SAT, TOEFL, TASP, and CLEP. Maintains efficient operation of computers and related equipment in a testing lab; troubleshoots basic equipment/software problems and directs complex problems to the supervisor.

Maintains cooperative working relationships with employees, students, and faculty in a diverse multicultural environment. Provides assistance in the coordination of Dual Credit and related testing at remote locations, which may include arranging the testing site, proctoring, scoring and providing statistical information.

Some positions will be responsible for the coordination and setup of Distance Education programs, professional association and certification exams. Performs computer analysis on test results to assist instructors in determining student comprehension of the test instrument.

Builds and maintains a database of available tests, computer form numbers, test results and statistical data. Retrieves and compiles statistical data for departmental reports as required and as assigned. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*