NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Director of Testing

**Department:** College Connection/Student Services  
**FLSA Status:** Exempt  
**Grade/Level:** Admin/Prof II  
**Job Status:** Full Time  
**Reports To:** Director of College Connection  
**Amount of Travel Required:** As needed  
**Positions Supervised:** Secretary, Testing Clerk  
**Contract Length:** 12 months  
**Work Schedule:**  
Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor

**PURPOSE:** The Director of Testing strives diligently to maintain a testing environment that is friendly and supportive of all students and to assure that all tests are administered fairly and consistently.

The Director of Testing serves as Chief Test Administrator for all tests administered at NTCC, including:

- THEA and Quick THEA
- ACCUPLACER
- ACT and ACT Residual
- CLEP
- HOBET (Health Occupations Basic Entrance Test)
- GED
- National Registry Exam (EMT)
- TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education)
- National Board Dental Examinations
- HESI-Health Education System, Inc.
- TEAS-Test of Essential Academic Skills
- Correspondence, online, and other course exams

In this role the integrity of all tests must be insured by controlling the security of all testing materials received, retained in inventory, and shipped, and by strictly following all guidelines and procedures set by the testing entities.

The Director works with other areas of student services and with faculty and other staff members in a constant effort to better serve NTCC’s student body as well as prospective students.

**MAJOR RESPONSIBILITIES:**

- Is the source of information regarding testing done at NTCC: Know policies and procedures governing each test and therefore able to answer questions from students, parents, faculty, and other staff members.
- Stay abreast of updates on policies and procedures of national and state tests.
• Be responsible for the overall quality of the testing programs. Understand and uphold policies.
• Execute annual contracts with testing entities.
• Update testing software annually
• Serve as Chief Examiner for GED. Responsibility includes receiving and returning highly secured testing materials and maintaining security and integrity of all tests.
• Coordinate and implement new GED testing procedures mandated by General Education Development Testing Service (GEDTS). This includes: planning the new pre-registration/orientation sessions that are needed for candidates to secure an appointment to test; annual staff training of all GED Examiners; and submittal of proof of training and step-by-step procedural manual for test administration to GEDST in Austin
• Attend annual GED and THEA conferences in Austin
• Develop annual departmental objectives in cooperation with Director of College Connection
• Budget annual testing center expenditures and prepare/oversee purchase orders and invoice payment.
• Consolidate all necessary campus calendar information in order to prepare master testing schedule.
• Perform or oversee all test administrations.
• Train and supervise other testing center personnel.
• Maintain accessibility of ACCUPLACER and GED scores for counselors, and admissions and registrar personnel.
• Communicate test schedules, registration procedures, and expectations to high school counselors, adult education program personnel, parents, and students
• Work with counselors during freshman orientation and registration as needed
• Interact with faculty and administrators to meet the need of the students
• Conduct in service for adult education instructors when asked.
• Prepare publications regarding NTCC testing as needed
• Interview, hire and train additional part-time test administrator as needed for Saturday testing
• Perform other duties as assigned by the Associate Dean of Student Services or Director of College Connection, which may include academic/vocational counseling of NTCC students and assistance to other members of Student Services

POSITION CHARACTERISTICS:

• Knowledge of organized testing and academic/vocational counseling as well as the ability to coordinate multiple projects simultaneously.
• Requires a calm, cool, temperate nature in order to deal with the various problems which can arise in testing situations.
• Detail oriented and willing and able to strictly abide by regulations while compassionately considering the overall good of the student within the context of the intent of the regulations
QUALIFICATIONS:

- Bachelor’s degree required. Master’s degree preferred.
- Experience in administering standardized tests.
- Strong oral and written communication skills.
- A background in education preferred.

SIGNATURES:

_____________________________________________  __________________
Director of Testing  Date

_____________________________________________  __________________
Director of College Connection  Date

_____________________________________________  __________________
Vice President for Student and Outreach Services  Date

_____________________________________________  __________________
President  Date

Job Description developed:  1995
Preparer:  Sherry Keys