

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Supervisor, Assessment Center

Job #07-133

Closing Date: 04/13/07

The Foothill-De Anza Community College District is currently accepting applications for **Supervisor, Assessment Center, De Anza College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Dean of the Counseling and Matriculation Division, plan, organize and coordinate projects and the day-to-day functions and activities of the Assessment Center. Train, supervise, and evaluate the performance of personnel. Attend and conduct a variety of meetings. Participate in campus and community meetings promoting the needs and interests of the Assessment Center. Review guidelines, policies and instructions related to placement testing, registration, and counseling with students prior to placement tests. Assist students with testing admissions applications. Schedule, administer, and provide individualized results for tests in English writing; English reading or ESL courses to determine eligibility. Oversee administration and proctoring of group and individual testing sessions. Monitor and adjust computer screens for placement, prerequisites, and linked courses. Plan, coordinate and prepare a variety of material to use in program literature, marketing, catalogs and brochures. Oversee and maintain departmental budget. Monitor and control expenditures in accordance with established limitations. Participate in development and preparation of the annual preliminary budget for the department. Develop and update Assessment Center policy, manuals and directives according to district, federal and/or state guidelines. Maintain currency on assessment issues through participation in activities of state and local organizations. Communicate with division deans, department heads and program directors to develop and implement testing procedures and policies and to resolve placement issues. Consult with departments regarding testing theory and practice. Develop and design assessment surveys. Prepare various statistical reports for college administrators, managers, departments and divisions. Generate reports related to matriculation and assessment. Access the student information system (SIS) to extract specific student, class and course information for analysis and reporting. Create student placement and appeal process; convene hearings of student appeals and prepare decisions. Collaborate and cooperate with local area high schools to establish assessment recruitment strategies to assure diverse applicant pools. Order supplies, monitor inventory, and prepare requisitions for supplies. Perform special projects. Analyze needs, develop solutions and establish timelines. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
1. Any combination equivalent to an Associate's degree.
2. Three years experience in a related field.

In addition, successful candidates will demonstrate the following:

1. Knowledge of the technical aspects of assessment and testing.
2. Knowledge of the principles and practices of supervision, training, and providing work direction to others.
3. Knowledge of the development and presentation of programs and workshops.
4. Knowledge of psychometrics in assessment testing.
5. Knowledge of program reporting and accountability.
6. Knowledge of placement testing and registration policies, procedures, and regulations.
7. Knowledge of grant coordination and monitoring.
8. Ability to use interpersonal skills with tact, patience and courtesy.
9. Ability to provide overall direction and guidance to the operations, problem solving and decision making of the Assessment Center.
10. Ability to prepare comprehensive program reports and reviews.
11. Ability to oversee and maintain program budget.
12. Ability to interpret, apply and explain rules, regulations, and policies and procedures.
13. Ability to effectively communicate both orally and in writing.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Supervisor, Assessment Center.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$4,553.45 per month plus benefits; level 5-53

Position: Full-time, Permanent, 12 months per year.

Occasional evening and weekend work may be required.

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>