Job Code: … 101242
Position#: … (PSA) (E)
Developed by: DG; CL
Reviewed by:…………DLJ
Approved by:………..… LK
Date: 6/17; 4/21; 7/21; 5/24
09/24; 11/24

University of Rhode Island
Position Description

TITLE: Associate Director, Academic Testing Center & Inclusive Learning
               Strategies

DIVISION: Academic Affairs, Office of the Provost

REPORTS TO: Associate Vice Provost for Advancement of Teaching and Learning

GRADE: 13

SUPERVISES: Coordinator, Full-Time Lead Proctor, Support staff, Part-Time
               Proctors

BASIC FUNCTION:

Reporting to the Associate Vice Provost for the Advancement of Teaching and
Learning, manage the Academic Testing Center (ATC) to meet the testing needs
of 1) students with excused absences; 2) student-athletes with excused class
absences due to competition; 3) students whose accommodation letters allow
extra time for testing, testing in a distraction free environment, and the
use of assistive technology during testing. Manage strategic planning and
budgeting for the ATC. Engage and collaborate with university offices,
college and university leaders, and individual instructors to strategically
plan and support the accessible learning needs of URI students from a
pedagogical perspective and a teaching and learning lens.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide long-term strategic planning for the Academic Testing Center.

Manage the annual and day-to-day operations of the Academic Testing Center
including planning, budgeting, and scheduling.

Hire, schedule, train, and supervise part-time proctors as necessary. Provide
ongoing professional development to ensure that proctors are knowledgeable
and proficient in best practices for working with faculty and students in a
higher education testing environment.

Hire, schedule, and train full-time staff as necessary. Provide ongoing
support to ensure that the Coordinator and technician are knowledgeable and
proficient in best practices for working with faculty and students in a
higher education testing environment. Align management practices to
collective bargaining units and implement contracts in good faith. Maintain
and submit employee timecards using the state payroll process.

Develop, evaluate, and revise policies for the ATC including policies on scheduling, student identification, proctoring, video surveillance, annual testing calendar, academic integrity, and other policies as necessary to ensure that the ATC is following best practices provided by the National College Testing Association (NCTA).

Engage and collaborate with Disability, Access, and Inclusion and faculty to support implementation of ADA/504/508 exam accommodations.

Collaborate with faculty to develop policies and procedures regarding all aspects of academic integrity in the testing center including but not limited to surveillance of students during exams, reporting of violations to faculty, consequences of violations, and best practices for supporting students in the event of a violation.

Work with the appropriate academic and student affairs departments to support a university climate of academic integrity.

Collect data on the use and effectiveness of the center and make recommendations for any changes to the center's policies, procedures, technology, or physical set up. Prepare an annual report as part of ATL's annual report.

Deploy Register Blast and other appropriate software to automate processes such as student scheduling for exams, faculty registering exams, data tracking and other essential functions. Work with technology providers to suggest improvements.

Establish and maintain relationships with URI colleges, departments, and programs as well as develop ATC testing services that support faculty and students.

Maintain memberships in professional testing organizations such as NCTA and attend appropriate workshops and conferences.

Make written or oral reports as requested.

Continuously evaluate opportunities and barriers to access related to student learning and provide accessible pedagogy consultations and guidance to URI colleges, academic departments, and other university offices.

Evaluate the criteria for the administration and provide proctoring of third-party assessments including but not limited to the American Councils Language Assessment Support System (ACLASS) online language placement exams for the Chinese Flagship Program and International Association of Emergency Management certification exams for URI students and staff.

Evaluate and develop pathways for the ATC to provide URI students with access to on-campus standardized assessments for prior learning credit such as CLEP and DANTES. Maintain certification as the Primary Testing Center Administrator (PTCA). Engage, collaborate, and adapt with key university partners and stakeholders as necessary to maintain this service as the ATC.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties as required.

LICENCES, TOOLS, AND EQUIPMENT:

Personal computers; word processing, spreadsheet, and data base software; software to develop web pages, web-based forms, and surveys; scheduling software.

EVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Master's degree; Minimum of three years' experience working with students and faculty in testing, disability services, or, other academic support services, in a college or university setting; Demonstrated experience developing and writing policies and procedures for settings such as a testing center; Demonstrated experience in strategic planning and budgeting; Demonstrated supervisory experience; Demonstrated experience working with adults with disabilities; Demonstrated experience with web-development, survey-development and/or form-development software; Demonstrated ability to work with diverse groups/populations; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills;; and, Demonstrated experience and dedication to integrating issues of inclusion, diversity, equity and social justice in your work.

PREFERRED: Demonstrated experience in promoting and delivering testing and assessment support services for faculty and staff; Demonstrated experience with assistive technologies in a classroom/testing environment; Demonstrated experience with promoting and supporting academic integrity in a college/university; and, Demonstrated experience with scheduling software.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.