POSITION AVAILABLE: ASSESSMENT SPECIALIST – OFFICE OF CURRICULUM AND INSTRUCTION

Salary: Commensurate with education, training and experience

ASSESSMENT SPECIALIST – OFFICE OF CURRICULUM AND INSTRUCTION

Characteristics of Work:
The Assessment Specialist is a full-time position within the Division of Workforce, Career, and Technical Education under the Office of Curriculum and Instruction (OCI). The Assessment Specialist is responsible for collaborating with the MCCB’s Office of Curriculum and Instruction, Office of Career and Technical Education (CTE), and the Office of Workforce Education (WF), the Mississippi Department of Education, and the fifteen colleges to facilitate assessment and national credentials activities as it relates to measures of technical skill attainment at the MCCB and Mississippi’s public community and junior colleges. The incumbent will assist the Assistant Director of Assessment and the Director of Curriculum and Instruction in the planning and execution of all activities as it relates to postsecondary assessment of technical skill attainment for career technical education programs at the colleges. The incumbent will work collaboratively with the colleges, MCCB staff, and the Director of Curriculum and Instruction to provide comprehensive service and support to the community college CTE divisions in the administration of assessments to include development, maintenance, and deployment of end-of-program assessments and national credentials used for technical skill attainment and reporting. The incumbent will assist the Assistant Director of Assessment and the Director of Curriculum and Instruction in coordination and oversight of all activities as it relates to end-of-program assessments and national credentials and certifications. The incumbent must be self-motivated and must exercise sound, independent judgment in a dynamic environment with conflicting priorities requiring a high degree of teamwork, flexibility, discretion, diplomacy, and tact. The incumbent must possess initiative and demonstrate a high level of teamwork in all activities of the agency and the division. Work is subject to review by the Assistant Director of Assessment, to whom the incumbent is responsible.

Examples of Work:
The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Provide leadership and support to the community colleges’ Career and Technical divisions in the areas of assessment for the purpose of technical skill attainment.
   a. Work closely with the Assistant Director of Assessment and Director of Curriculum and Instruction in the development of all assessment and national credential activities.
   b. Work closely with the Assistant Director of Assessment, Director of Curriculum and Instruction, the Curriculum Specialists, and program faculty at the colleges to align and develop assessment items for end-of-program assessments used as a measure of technical skill attainment.
   c. Work closely with the Curriculum Specialists and program faculty at colleges during the curriculum revision process to support alignment of national standards and national credentials to curricula.
   d. Work closely with the MS Department of Education to ensure program alignment, articulation, and valid and reliable end-of-program assessments used for measure of technical skill attainment.
2. Provide training and assistance related to NCCER Instructor Certification and Training Program (ICTP) to member colleges.
3. Oversee NCCER activities at member colleges to include assistance and support of college-level NCCER Master Trainers and NCCER Craft Instructors as these activities relate to NCCER credentials and the integrity of the NCCER accreditation and credentialing process.
4. Maintain a broad understanding of current and emerging issues in higher education as it relates to workforce and CTE initiatives, teaching and learning, assessment, technical skill attainment, national credentials, and economic development.
5. Provide assistance to MCCB staff and staff of the fifteen colleges in the area of end-of-program assessment with regard to assessment development and administration.
6. Provide assistance to MCCB staff and staff of the fifteen colleges in the area of NCCER assessment and national credentials to include the planning and implementation of national credentials testing.
7. Provide ongoing support to faculty and leadership of the fifteen colleges as it relates to requirements and qualifications to offer national credential assessments for various programs of study and in particular NCCER credentials.
8. Assist the Assistant Director of Assessment in the development and delivery of training to college staff on policy and procedure as it relates to assessment and national credentials for technical skill attainment.
9. Assist the Assistant Director of Assessment in all activities as related to assessment and national credentials as it relates to the Division of Workforce, Career, and Technical Education.
10. Assist in agency enrollment audits and Civil Rights Compliance reviews.
11. Assist in planning and execution of WF-CTE Annual Summer Conference.
12. Track, report, and maintain records of participation, satisfaction, and other measures to ensure continuous improvement of programs and services relating to activities of the Division of Workforce, Career, and Technical Education.
13. Perform other duties as assigned.
Minimum Requirements:
A bachelor’s degree (master’s degree is preferred) from a regionally accredited college or university in the area of education, curriculum and instruction, assessment, construction-related field, industrial arts, engineering, chemistry, or similar field and two years of experience as a trainer, instructor, or educator. Experience in a construction-related field or assessment is preferred. Demonstrated experience in a community college setting. Demonstrated experience in Perkins reporting. Excellent judgment and decision-making skills, including those involved with conflict resolution, negotiation, and facilitation. Ability to work independently, but possessing the interpersonal skills necessary to work with teams of various college personnel and other internal or external constituencies to build strong and collaborative relationships. Advanced analytical and organizational skills, including a high level of accuracy and attention to detail. Incumbent must be able to work well under pressure, prioritize and plan work activities in order to meet multiple deadlines, manage time effectively, and work collaboratively and independently to achieve stated goals. Willingness to work nights and weekends, as necessary, to ensure continuous service delivery to our constituents (students, faculty, and colleges). Incumbent must have excellent oral and written communication skills, including proficiency in Word, Excel, and PowerPoint.

Application Procedure: To be considered, interested applicants must submit a complete application file, to include:

1. Mississippi Community College Board application (available here: http://www.mccb.edu/pdfs/fn/MCCBemploymentapplication.pdf);
2. Cover letter
3. Resume/Vitae
4. College transcripts
5. Three letters of reference written for this specific position.

Applicants may email documents to HR@mccb.edu or USPS: 3825 Ridgewood Road, Jackson, MS 39211 – attention: Cynthia Jiles.

Applicants should also acquaint themselves with the MCCB’s background screening requirements, available here: http://www.mccb.edu/pdfs/fn/backgroundcheckletter.pdf.

Review of complete application files will begin October 6, 2017.
For more information contact:

Cynthia Jiles cjiles@mccb.edu
MS Community College Board
3825 Ridgewood Road
Jackson, MS 39211
Phone: 601-432-6524

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