UNIVERSITY OF NORTHERN IOWA
PROFESSIONAL & SCIENTIFIC POSITION DESCRIPTION

Working Title  Academic Assessment Specialist  Code  2747
Formal Title  Advisor II  Code  1302
Reports To (Title)  CIEP Director
Department/College  Culture & Intensive English Program (CIEP)
Pay Grade  III  PEC Review Date  04/15  Review Date  11/15

PRIMARY FUNCTION: Responsible for curriculum assessment practices at CIEP; delivers and evaluates the progress of students with regard to non-credit English language courses; assists in the design and review of curriculum; works on special projects as needed; mentors other departmental staff and students with regard to exam administration, professional development, and student field experiences; and assists with program marketing and recruitment.

PERCENTAGE OF TIME  CHARACTERISTIC DUTIES AND RESPONSIBILITIES

35%  1. Keeps updated with current second language assessment theory and research as well as computer-based statistical analysis programs; conducts orientation and norming sessions to direct new and current instructional staff in CIEP assessment practices in collaboration with the Academic Support Coordinator; collaborates with curriculum review committees, lead level teachers, and Academic Support Coordinator on the revision and design of standardized exams; develops and monitors a master calendar for test development, implementation, and revision; conducts reliability and validity analysis on current standardized exams; develops and maintains specifications for each of the tests used in the program, ensuring that the tests cover the corresponding student learning outcomes and objectives per course; creates reports related to CIEP pass/fail rates at the end of 8-week session and a general report at the end of each that summarizes the pass/fail rates of the students enrolled in the program for the past year; creates a comparative analysis of graduate and dismissal rates every two years; analyzes former CIEP students’ academic success rates yearly; revises standardized exams of levels/classes where students are plateauing; assists the CIEP Director completing the CEA Annual report in regard to pass/fail report and assessment; coordinates and administrates placement testing every eight-weeks or as needed for the regular and special programs and reviews placement exam materials; and maintains the reliability and validity of the materials in conjunction with the Academic Support Coordinator.

35%  2. Designs and delivers non-credit English language program courses; determines the progress and readiness of students to progress in the CIEP or University academic classes; and provides students with study skills training and orientation to academic studies in an American university environment.

10%  4. Participates in meetings with departmental staff to discuss policies, procedures, and program curriculum; and works on special projects related to curriculum development or other program-related work as needed.

10%  5. Provides leadership and serves as a mentor to new instructional staff; works with practicum students during Teachers of English to Speakers of Other Languages (TESOL) field experiences; maintains current knowledge in the development and delivery of language teaching and learning; participates in staff searches when necessary; works closely with Academic Support Coordinator on projects related to curriculum and assessment; and assists with staff orientations as needed.

5%  5. Conducts peer observations for professional development purposes; and assists in special short-term programs as needed.

5%  6. Represents CIEP to community or university groups as needed; attends staff meetings and ceremonies; and assists with program marketing and recruitment as needed.
GENERAL INFORMATION: Master’s degree in TESOL, linguistics, or related field plus at least three years of teaching experience as a core instructor at an Intensive English Program required. Working knowledge of best practices in assessment and test development and excellent command of Word, Excel, Access, databases, and other software to process data and prepare reports also required. Excellent academic and technical communication oral and written skills and organizational skills preferred.

The above statements reflect characteristic duties and responsibilities of the position and are not intended to limit the university’s right to assign, direct and control duty assignments.

Prepared By: Scott Klahsen

Incumbent: 

Approved By: Phil Plourde
Carolina Coronado-Park