

The University of Texas at San Antonio

Job Description

Job Title: Adaptive Resource Manager
Code: 11257
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Student Disability Services/Vice President Student Affairs
Reports To: Executive Director Student Disability Services

Summary

- Function: To oversee, coordinate, and implement policies and procedures with regard to the scheduling and implementation of academic tests with accommodations for students with disabilities in the Adaptive Test Center and to oversee all phases and activities related to the utilization of adaptive technology within the Student Disabilities Services Suite.
- Scope: Responsible for overseeing all aspects of adaptive testing, alternative media and technology as they relate to students using the Adaptive Test Center.

Duties

- Typical:
 1. Assist in planning and implementation of processes and procedures to enhance sustainability of the Adaptive Test Center by developing and updating policies and procedures and projective resource usage.
 2. Oversee all aspects of the Adaptive Test Center including planning test administrations, technology and security.
 3. Interview, hire, train and evaluate a full time and part time staff.
 4. Oversee all aspects of the alternative media program including but not limited to the distribution of alternative format materials, interacting with publishers and faculty as needed to create accessible materials.
 5. Work with students who have print disabilities in obtaining alternative formats for their required course materials.
 6. Maintain computers, equipment, cameras and related monitors in the testing rooms by performing upgrades of programs and reimaging in collaboration with OIT.
 7. Ensure that individual accommodations are followed for students with disabilities by overseeing the administration of adaptive exams which

- may include, but is not limited to, scribing, reading, enlarging, or any other special accommodations that may be required.
8. Interact and communicate with faculty, staff and students to ensure all aspects of the adaptive exam coordination process are followed.
 9. Coordinate and schedule testing dates and times for students with disabilities by maintaining a master calendar relating to scheduling of tests between the individual students, test proctors and test locations.
 10. Coordinate the pickup and return of exams to academic departments/professors.
 11. Maintain the integrity of exams at all times.
 12. Interview, hire and evaluate student staff in the testing setting.
 13. Supervise and schedule the adaptive testing services student staff to maintain adequate coverage.
 14. Conduct supervisory meetings with all student and professional staff.
 15. Train student staff on all aspects of the working environment.
 16. Participate in Student Disability Services staff meetings.
 17. Prepare data/reports for the director on testing as needed.
 18. Perform additional duties as assigned.
- Periodic:
 1. Make sure all databases, servers and logs used by Student Disability Services are being backed up in collaboration with OIT.
 2. Attend meetings and workshops both on and off campus.
 3. Participate in Divisional training and workshops as needed.
 4. Consult with other departments on test accessibility issues.

Education

Required	Preferred
Bachelor’s Degree from accredited institution.	Bachelor’s Degree in Psychology, Social Work, Educational Leadership, Education, Special Education or a related social science degree.

Other Requirements

Required	Preferred
Criminal Background Check (CBC). Good analytical, organizational, and communication skills.	Excellent analytical, organization, and communication skills.

Experience

Required	Preferred
Three years of experience in coordinating and or/managing adaptive testing/services.	Five years of experience coordinating services in Disability Services or a Testing Center.

Equipment

Required	Preferred
Standard computer software and office equipment. Intermediate knowledge in the development and usage of Microsoft Excel, Microsoft Outlook and Microsoft Word.	Advanced knowledge in the development and usage of Microsoft Excel, Microsoft Outlook and Microsoft Word.

Working Conditions

Usual	Special
Usual office environment	Working conditions may be determined by the situation and may vary from the usual classroom or office environment.

Supervision

Received	Given
General supervision with latitude for exercise of independent judgment.	Direct supervision of assigned student staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
