



**JOB INFORMATION**

Job Code	OA46
Job Description Title	Dir, HSOP Assessment
Pay Grade	AA11
Range Minimum	\$57,160
33rd %	\$70,500
Range Midpoint	\$77,170
67th %	\$83,840
Range Maximum	\$97,180
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/18/2019

**JOB FAMILY AND FUNCTION**

Job Family:	Academic Services & Administration
Job Function:	Assessment & Accreditation

**JOB SUMMARY**

Reporting to the Associate Dean for Faculty Affairs and Strategic Initiatives, the Director of Assessment oversees all aspects of Harrison School of Pharmacy's assessment mission and develops and maintains a continuously improving culture of assessment within the school. Collects, analyzes, documents, and disseminates student and programmatic assessments for evaluating the curricular and non-curricular functions of the school. Ensures all the necessary data are collected on time and in the appropriate format and that those data are disseminated and reviewed by internal and external stakeholders.

**RESPONSIBILITIES**

- Analyzes the overall evaluation data collection to determine future needs and progress in accomplishing the goals of the department. Conducts and analyzes course and instructor evaluations through AU Evaluate, student progression in the ExamSoft program and through competency based tracking, student satisfaction through focus groups, and analyzes student success through all means.
- Conducts focus groups, peer feedback, and constructive performance reviews as needed.
- Analyzes the physical space and instructional technology to ensure HSOP is meeting the needs of the curriculum and the learning objectives. Explores, identifies, and implements new technologies to better support the curriculum delivery in collaboration with IT.
- Manages and implements all objective-structured clinical examinations and performance-based assessments. Collaborates with faculty in the development and/or revision of cases to include grading structures and rubric design, ensuring materials are available for the recruitment and hiring of standardized patients (SP), conducting SP training, overseeing the training of Standardized Patients both onboarding and before each exam, communication to students, grading, and remediation.
- Fosters the effective and efficient use of computer-based assessments within HSOP. Acts as the overall administrator of ExamSoft, assists professors in incorporating other technology into their curriculum such as Poll Everywhere, remains current on new technologies, and provide analysis of its applicability to the curriculum. Works with faculty to examine current use of technology in their courses and offers suggestions for improvements.
- Develops, implements, tracks, analyzes, and updates curricular Benchmarks in the Doctor of Pharmacy program. Works closely with the Director of Professional Program to develop, implement and revise benchmark assessments. Ensures benchmark data are collected and disseminated to all relevant parties, provides assessment data and reports related to the PharmD curriculum to administrative leadership that are required for full accreditation and annual monitoring, and advises the Director of Graduate Programs on matters related to Benchmarks and other academic outcomes.

## RESPONSIBILITIES

- Serves as the liaison to the Office of Accommodation, directs all accommodations for HSOP students, creates and manages policy for HSOP accommodation testing, determines accommodation testing procedures, space, proctors and reporting.
- Serves on department, school and University level committees, as appropriate.

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Master's Degree	Degree in Higher Education Administration, Assessment & Measurement, Research & Evaluation, or related field.	And	7 years of	Experience in building and implementing assessments, onboarding/training, remediation, accommodations..	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of Curricular and Programmatic Assessment Practices and Procedures including the Family Educational Rights and Privacy Act of 1974.	And
Advanced knowledge of educational measurement, test, and rubric development.	And
Advanced knowledge of clinical assessment practices.	And
Advanced Knowledge of competency-based education, objectives, and benchmarking practices and procedures.	And
Knowledge of current trends and issues related to curricular, clinical, and programmatic assessment including assessment accommodations.	And
Knowledge of Pharmacy Education and the Profession of Pharmacy.	And
HIPAA, Title IX, AU policies and procedures, HSOP policies and procedures.	And
Knowledge of applicable Human Resource policies and procedures.	

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

### Vision Requirements:

Ability to see information in print and/or electronically.