

**JOB INFORMATION**

Effective Date	8/12/2021
Job Code:	3551
Job Title:	Coord, State Assessments
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Assessment & Accreditation
Job Summary	The Coordinator, State Assessments will provide on-going communication with students about state teacher/educator exams (TExES & TExMaT), registration processes, test preparation resources, test approval requirements, and Texas Education Agency (TEA) rules and standards. Conducts class presentations, special workshops, and face-to-face meetings with students and other stakeholders . Interpret and implement all current and new test policies enacted by Texas Education Agency, and develop new in-house procedures with faculty and staff collaboration to satisfy TEA test policies.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	in Education	Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum of one (1) year recent higher education or student-related work experience.	Required	
Some		Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
Teacher and Learning in Post-Secondary Education	Certified Teacher in the State of Texas Teacher Certification: Elementary EC-6 Reading Specialist Certification	Upon Hire	Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of all state testing regulations.	Proficient
• Knowledge of degree/certification programs and requirements.	Proficient
• Ability to negotiate, problem solve and interact with persons of varied backgrounds. Strong interpersonal skills in both group and individual settings.	Proficient
• Ability to handle numerous detailed tasks with frequent interruptions.	Proficient
• Ability to develop accurate, detailed, professional written materials targeting varied audiences, including both internal and external populations.	Proficient
• Ability to identify students' test weaknesses and prescribe appropriate remediation.	Proficient

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Communicate daily with students via e-mail, phone calls, texts, and/or face-to-face meetings regarding state teacher/educator exams, exam registration process, exam preparation resources, exam approval requirements, and Texas Education Agency rules and standards.	15%
• Oversee the state exam approval process through Texas Education Agency (TEA); grant exam approvals to students who have completed all requirements; communicate test approvals and eligibilities to students via e-mails. Interpret and implement all current and new test policies enacted by Texas Education Agency (TEA), and develop new in-house procedures where needed, often with faculty and staff collaboration.	15%
• Download monthly exam score reports from the Educational Testing Service (ETS); reconstruct score report summaries into a readable format that reflects exams results earned by COE certification students compared to students statewide who take the same exams; distribute the score reports to appropriate faculty and staff. Obtain and disaggregate specific exam competency data when faculty request this type of report. Create and update lists of test preparation resources for all subject areas.	15%
• Present to TCED 4100/4102 seminar classes and to student organizations (TSTA, BESO, SCEC, STEP) every semester. Present to outside organizations upon request.	10%
• Schedule weekly practice tests and other test preparation workshops through the year (social studies reviews, BTLPT workshops, science reviews).	10%
• Hold weekly, five-hour practice exam sessions for 25-80 students, and log all practice exam scores in a practice exam database.	10%
• Record all practice test and state exam scores in student files and in the COE state exam database; prescribe remedial measures for students who need to retake practice tests or state exams.	10%
• Provide to the COE Director of Planning and Assessments longitudinal data obtained from Texas Education Agency (TEA) for program review and accreditation. Attend and actively participate in annual meetings and conferences (TCTCT/CSOTTE) as a representative of UHCL and COE to ensure that we stay up-to-date on state exam rules, regulations, and practices. Attend and actively participate in annual meetings and conferences (TCTCT/CSOTTE) as a representative of UHCL and COE to ensure that we stay up-to-date on state exam rules, regulations, and practices.	10%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	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			

## Travel Requirements

Estimated Amount	Brief Description