

# **Sul Ross State University**

## **Position Description**

**Official Title:** Testing and Certification Coordinator/RGC   **Salary Group:** 11   **Job Code:** 3611

### **Summary**

Function: Evaluate and interpret transcripts as it applies to developing degree and deficiency plans for approval of certification officer.

Scope:

### **Duties**

Essential: Analyze, prepare and submit data for legislative budget board and accountability system; submit state reports to the State Board for Educator Certification (SBEC); track student certification through on line tracking system working directly with SBEC; attend SBEC meetings; schedule and administer practice certification examination, evaluate results; formulate enrichment programs for individual students; schedule and supervise workshops for testing; maintain data base on student testing and maintain all records for undergraduate, post bac, and graduate students seeking certification; supervise all TExES testing activity; analyze and report results for state records and accountability system. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the department and other duties as assigned.

### **Supervision**

Received: General instructions and work periodically reviewed by department head.

Given: May supervise student employees.

### **Education**

Required: Bachelor's degree

Preferred: Educational technology courses

### **Experience**

Required: Three years clerical experience or combination of education, training and/or experience; experience with educational technology; data analysis;

Preferred: More than three years experience, with part at SRSU or related experience.

### **Equipment/Skills**

Required: Standard office machines, computer skills including word processing, database, spreadsheet and graphics computer software; strong organizational and communication skills; must be able to work effectively in an educational environment with students faculty and administration

Preferred: expertise Microsoft Word, Excel, Word Perfect, and Microsoft Access; ability to make effective group presentations, complete reports to the Texas Higher Education Coordinating Board utilizing verbal communication skills and modern technology.

**Working Conditions**

Usual: Office conditions; standard hours. Exempt from overtime provisions. Position is Security Sensitive.

Special:

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: January, 2005