

# University of Houston – Clear Lake

## Position Description

Job Title: **Coordinator, State Assessments**

Job Code: **3551**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Education, Student Development, Counseling or related field.	Master's degree in one of the designated fields.
Experience	One year recent higher education or student related work experience.	
License/Certification		Certified teacher in the State of Texas.

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Coordinates registration process for the TExES, TOPT, and TExMaT exams. Coordinates and administers practice exams. Communicates results of state assessments to appropriate faculty. Provides longitudinal data for program review and accreditation. Provides academic advising to graduate and undergraduate students in the School of Education. Develops degree/certification plans, provides pre-admission advising, conducts group advising sessions and provides advising for registration.**

Duties and responsibilities	% Time
Coordinate registration process for TExES, TOPT, and TExMaT.	40
Communicate results of state assessments with faculty. Maintain state assesement database. Attend meetings. Prepare written reports and correspondence. Participate in recruitment activities. Draft degree/certification plans.	30
Advise students.	20
Coordinate and adminster practice exams.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*