

Sul Ross State University
Position Description

Official Title: Administrative Coordinator/Testing & Certification

Salary Group: Classified/Exempt (14) **Job Code:** 3712

Summary:

Job duties consist of: Testing, Certification, Undergraduate Program, Teacher Education Council, Program Advisory Committee, TASB Meeting.

Duties

I. Testing

- Assists students in the selection of correct and appropriate TExES Certification exams to take for their degree program.
- Reviews and processes TExES eligibility forms submitted by students utilizing the Educator Certification Online secure website .

II. Certification

- Utilizes the TEA Educator Certification Online System (ECOS) secure website to monitor the status of certification candidates, applications and recommendations.
- Works with Director of Teacher Education to compile and disaggregate data & materials for the Accountability System for Educator Preparation Programs (ASEP report) and other official reports
- Prepares the Title II Report, required under Section 205 of Title II of the Higher Education Act (HEA), for the US Department of Education.

III. Undergraduate Program

- Acts as the assistant to the Director of Teacher Education composing routine correspondence for Director regarding the Teacher Education Program (TEP).
- Assists with undergraduate advising to students concerning their class schedules, degree plan choices, course substitutions, testing and preliminary transfer evaluation.
- Processes and prepares degree plans for approval by the official undergraduate advisors and the Director of Teacher Education.
- Receives students TEP applications, provides analysis of student's eligibility to enter the program, sends registration information to Registrar's Office to have students who are admitted enrolled in Block Education classes.
- Coordinates the set up and administration of the entrance interviews to the Teacher Education program as required by Texas Administrative Code Rule §227.10.
- Receives and processes applications to Student teaching.
- Maintain up-to-date file records for each undergraduate student.

- Act as liaison/Education department contact with other academic departments on campus on secondary certification, and on required IDS degree courses that are taught in another department.

IV. Teacher Education Council, Program Advisory Committee, TASB Meeting, Student Teaching Seminars

- Assists with preparing materials for meetings and follow-up arrangements.
- For Student Teaching Seminars held each semester, arranges for speakers and prepares materials and follow-up arrangements.

V. Recruiting and Retention

- **Assists with degree audits and keeps students apprised of their progress towards graduation**
- **Active involvement in recruiting including career days at area two-year colleges and SOAR days at SRSU.**
- **Maintains list of graduates to contact and recruit for graduate degree enrollment.**

Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Supervision

Received: Works under general direction provided by Director of Teacher Education.

Given: Supervises student workers and graduate assistants as assigned.

Education

Required: Bachelor's degree in related field required

Preferred: Master's degree preferred.

Experience

Required: Experience with records and data

Preferred: Preferable in an educational environment experience with records and data

Working Conditions

Usual: Office conditions, exempt from overtime provisions. Position is security sensitive.

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

Date revised: May 2018