

# Sam Houston State University Human Resources

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## Staff Classification Description – Grader I

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**Skill Category:** Technical/Para-Professional

**Position (Employee) Class:** 4N085 (NB)

**Grade:** 5

**Date:** 02/2019

**Department:** Language, Literacy and Special Pop

**Educational & Experience Requirement:** Bachelor’s Degree in Education or a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Serves as support for one or more instructors. Mentors students by providing constructive feedback on analysis of assessments, development of lesson plans, reflections of lessons and other teaching, grading student assignments, reporting grades and discusses student growth and concerns with instructor.

**Supervision Given & Received:** Reports to instructor. Receives minimum supervision. Work checked only to determine effectiveness in meeting department objectives.

**Primary Responsibilities:** Views student videos, grades lesson plans, and gives detailed feedback to students and instructor. Acts as liaison between teachers, university classes, and professors. Provides presentations on effective teaching and portfolio development. Models effective teaching practices by giving demonstration lessons. Returns documents to instructors. Makes sound, ethical judgments in regards to test security. Performs other related duties as assigned.

**Other Specifications:** Ability to communicate well with students. Effective oral and written communication skills required. Attends workshops in support of the duties of the position as required.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an “at will” employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**