

Sam Houston State University Human Resources

Staff Classification Description – Grader III

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N076 (NB)

Grade: 15

Date: 02/2019

Department: Language, Literacy and Special Pop

Educational & Experience Requirement: Master's Degree in Education or a related field required. Educational Diagnostician certification or previous experience grading testing protocols required. May require Board Certification. One year of experience in 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 in the LLSP department. Checks out testing materials to students, assists students with questions about testing materials, grades testing materials for students, and reports grades to instructor. Performs administrative support tasks as needed, including maintaining files, recording statistics, and entering scores.

Supervision Given & Received: Works under general direction of an instructor. Relies on experience and judgment to plan and accomplish assigned tasks and goals.

Primary Responsibilities: May develop lesson plans. Checks out testing materials to students, assists students with questions about testing materials, grades testing materials for students, and reports grades to instructor. Meets with students to discuss results. Grades testing protocols to prepare future educational diagnosticians. Maintains student's grades. Responds to technical questions and problems. 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. May require some travel to classes as instructed by professor.

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.