

Sam Houston State University Human Resources

Staff Classification Description – Grader V

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N080 (NB)

Grade: 27

Date: 02/2019

Department: Language, Literacy and Special Pop

Educational & Experience Requirement: Master's in Education, special education, or a related field required. Doctoral Degree preferred. Bilingual preferred. Educational Diagnostician certification, Board Certified Behavior Analyst, or previous experience grading testing protocols. Two years 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: Supervises Master's students as they pursue their Board Certified credentials.

Supervision Given & Received: Works under the broad direction of a Board Certified employee at the doctoral level and will supervise up to four master's students as they pursue their Board Certified Behavior Analyst credentials.

Primary Responsibilities: Supervises Master's students as they pursue their Board Certified credentials. May develop lesson plans. Views video-recorded sessions, meets with students, and provides written feedback via phone or webcam. Provides additional supervision to students as needed. 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. Applies advanced skills that require in-depth knowledge of functions/specialization. May perform analysis of test results to assist instructors in determining student comprehension of test instrument and provides related results. May adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position. 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. Knowledge of and commitment to teaching strategies and methods which enhance student success.

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.