

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Educator Preparation Program Assessment Coordinator

Code: 14601

Salary Grade: 61

FLSA Status: Exempt

Department/Division: College of Education & Human Development – Teacher Education Services

Reports To: Director for Assessment and Program Accountability

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## *Summary*

- **Function:** To facilitate certification assessment and testing as well as related support for candidates seeking teacher and professional educator certification; and to provide college-wide assessment support.
- **Scope:** To support students, faculty, staff and district partners in certifying teacher and other professional educator candidates.

## *Duties*

- **Typical:**
  1. Serve as the UTSA edTPA testing liaison with TEA and the testing vendor. Lead COEHD efforts to implement edTPA, in conjunction with the Director of Assessment. Assist with data collection, reporting, and analysis in relation to edTPA pilot years and continued implementation.
  2. Work with the Director of Clinical Professional Year Experiences and district personnel to support student success on edTPA.
  3. Continuously communicate with students, faculty and staff regarding the importance of and steps for becoming certified including edTPA assessment and other testing processes.
  4. Train students, faculty, field and clinical supervisors and staff on certification assessments. Support faculty in integrating edTPA requirements into coursework.
  5. Conduct presentations/workshops for students and faculty regarding edTPA.
  6. Provide assessment and exam preparation for initial and professional certification by creating and arranging reviews, practice test sessions, and technical training. Prepare, coordinate, organize, and deliver workshops for candidates, faculty, and supervisors regarding understanding, completing and scoring edTPA.
  7. Support UTSA policy and keep records for determining when a student is eligible to receive state exam approval. Manage permission forms and waivers related to certification testing and edTPA.

8. Support students who have not passed practice tests, TExES exams or the edTPA assessments through coaching, tutoring, remediation, referral, additional testing, and the Fitness to Teach Council.
9. Provide leadership, logistic, technical, and other support to clinical teachers, field coordinators and supervisors, faculty, staff and district partners regarding edTPA and other assessments or tests. Work with the Director of Information Management and Technology to support data management in Taskstream or other platforms.
10. Support the Director for Assessment and Program Accountability in gathering, analyzing and reporting program performance data for reporting to TEA, USPrep, as well as departmental chairs, associate deans, and dean.
11. Monitor and influence policy discussion and decisions regarding certification with other universities, the Texas Education Agency, the State Board for Educator Certification, the Texas Higher Education Coordinating Board and through certification and testing interest groups.
12. Manage and update the TExES website.
13. Work with Director of Assessment and Program Accountability on providing the college support for Institutional Wide Reporting including designing assessment tools, collecting evidence, analyzing evidence, document analysis, and assist with implementing changes needed.
14. Work with Assessment Committee to problem-solve issues that arise with assessment plan and present solutions.
15. Work with department assessment coordinators to develop Key Performance Indicators.
16. Other duties as assigned.

### ***Education***

<b>Required</b>	<b>Preferred</b>
Bachelor's degree in Education or related field from an accredited institution.	M.S. or M.A degree and Teaching Certificate

### ***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Working with Microsoft Office or equivalent products. Ability to work in teams with a wide variety of people. Good record keeping and attention to detail.	High Level computer skills. Experience with Taskstream or similar web-based software. Experience with Educator Certification Online System. Experience with edTPA and other types of assessment reporting.

### ***Experience***

<b>Required</b>	<b>Preferred</b>
Five years of experience in program coordination, assessment or related area.	Three years teaching experience in EC-12, Experience with edTPA or PPAT.

	Prior experience with data collection, analysis and reporting.
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***Equipment***

<b>Required</b>	<b>Possible</b>
Personal computer and standard office equipment.	Special equipment may be used in specific departments or sections.

***Working Conditions***

<b>Usual</b>	<b>Special</b>
Usual office conditions.	Occasional overtime may be required.

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision from administrator.	General supervision of teacher candidates on edTPA activities.

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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