

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 1996**

**VOCATIONAL EVALUATOR I**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 11 – C**

**JOB FAMILY: STUDENT SERVICES**

**JOB FUNCTION: STUDENT SERVICES**

**GENERAL STATEMENT OF JOB**

Employees in this category provide academic and vocational assessment services for an assigned area of the student body or outside group. Employees in this class perform entry level and/or routine assessment activities, and remain under close supervision while acquiring greater knowledge and ability in the field, at which point the incumbent functions under limited supervision.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Provide academic and vocational counseling and assessment to assigned individuals and participants concerning future goals and objectives.

Administer formal testing applicable to defined needs and motives of the individual.

Express understanding of needs, motives, goals, and objectives, and establishes an atmosphere that encourages cooperation from individuals participating in assessment.

Evaluate test data and information acquired for the purpose of making recommendations concerning academic and vocational objectives.

Respond to inquiries and concerns of individuals, and provide accurate information, to include performing research or directing to a more knowledgeable source.

Participate in in-depth discussion, as needed, for areas of concern or issues requiring clarification.

Prepare reports concerning budget(s), evaluations, attendance, monthly activities, etc.

Perform follow-up activities concerning clients with respect to their vocational trades, academic growth, and employment activities.

Function as a resource for other college system personnel.

Serve as liaison between program participants and the college system staff.

Create individual learning plans.

Prepare and conduct in-service training, where applicable.

Perform related duties, as required.

**SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

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### **SUPERVISION EXERCISED**

None.

### **MINIMUM QUALIFICATIONS**

Requires an associate's degree from an accredited institution supplemented by one (1) year of related work experience.

### **PREFERRED QUALIFICATIONS**

A Bachelor's degree from an accredited institution in Psychology, Human Services, or field that indicates education in area of specialization, i.e., Rehabilitation, Education supplemented by one (1) year of experience that includes test administration, and provides working knowledge of effective counseling and human interaction principles and techniques.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks require some bending, stooping, crouching, and/or reaching. Physical demands are essentially those of sedentary work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of test documentation, participant records, and assessment tools.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with the public, faculty, students, and assigned groups.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages; may require the use of algebraic principles and formulas.

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**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions; perform under occasionally high levels of stress, imposed by deadlines, peak work loads, or human interaction.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).