

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

VOCATIONAL EVALUATOR II

FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 - C

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 have solid working knowledge of a wide range of assessment tools, and previous experience in vocational and academic assessment activities, to include administration of comprehensive test batteries. Position is distinguished from that of the level I evaluator by the greater complexity of test administration and assessment tools utilized at the II level.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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

Administer a wide range of formal testing applicable to defined needs and motives of the individual, to include the use of complex computer based instruments.

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

Evaluate and interpret 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.

Prepares and conducts in-service training where applicable.

May participate in development of departmental goals and objectives, depending on area of assignment.

Perform related duties as required.

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SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Employee may act in a lead capacity.

MINIMUM QUALIFICATIONS

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

PREFERRED QUALIFICATIONS

Requires 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 two (2) years of experience that includes comprehensive test administration, to include application of modern and complex assessment tools, and provides solid experience in 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.

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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.

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).