Dir, Texas Success Initiative Program

Job Code 50016856

General Description
Responsible for the evaluation and consultation of students who have not satisfied the State of Texas, Texas Success Initiative Program requirements for math, reading and writing.

Examples of Duties
Prepare the Texas State Development Education Plan.
Identify incoming students and notify them of TSI requirements and testing needs.
Develop individual descriptive plans and imposition of requirements for state approved diagnostic testing.
Serve as an academic advisor for students who have not demonstrated TSI compliance.
Prepare and submit CBM 002 and LBB reports.
Supervise office staff, graduate research assistants, and student workers.
Monitor budget, and approve orders and transactions.
Serve as liaison to advising centers regarding TSI issues and student compliance.
Insure that all TSI information is correct and issue service requests for programming changes.
Submit necessary catalog and addendum revisions.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Texas State catalog and University policies and procedures, computer software, State of Texas TSI requirements for math, reading, and writing, developmental education.

Skill in: Student contracts/developmental plans, reports and training manual preparation, establishing rapport, collaborating and communicating with students, staff, faculty, parents and administrators, supervising and training staff, graduate students and student workers.

Ability to: Create and generate reports for CMB 002, LLB, and Developmental Education Plans, interpret and explain TSI policies, rules, and requirements, and information from the State of Texas Legislature and the Texas Higher Education Coordinating Board.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements