

JOB DESCRIPTION

POSITION TITLE: GED Chief Examiner, Adult Education	JOB CODE: 155A
DIVISION: Accountability and Research	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Alternative Education	WORK DAYS: 238
REPORTS TO: Director, Adult Education	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Develops and implements administration and processing of the GED testing program for Adult Education.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: None
3.	Experience: 3 years of experience in teaching, training, counseling or testing
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; record keeping; data collection; computer skills; must be willing to work a flexible schedule, including evenings and weekends

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Develops and implements GED test administration and processing and processing for the main campus and mobile site.
3.	Supervises GED staff.
4.	Maintains the security of testing system applications, exams, and exam data and candidate information.
5.	Acts as liaison with State and Federal staff.
6.	Monitors and installs required software updates in compliance with Pearson Vue contract requirements.
7.	Oversees exam downloads to State data base to ensure accuracy.
8.	Monitors monthly fees paid by Pearson Vue to CCSD for accuracy.
9.	Coordinates testing scholarship payments for accurate fund distribution.
10.	Attends professional development training as required by TCSG and GED Testing Service.
11.	Conducts training for GED staff and instructors as needed.
12.	Complies with all certification requirements by annually completing recertification exam.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____