COBB COUNTY
S C H O O L   D I S T R I C T

JOB DESCRIPTION

POSITION TITLE: Adult Education Program Testing Manager	**JOB CODE:** 475X
DIVISION: Accountability & Research	**SALARY SCHEDULE:** Professional/Supervisory Support
DEPARTMENT: Alternative Education	**WORKDAYS:** 198
REPORTS TO: Director, Adult Education	**PAY GRADE:** Based on NK09
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Manages and coordinates the High School Equivalency (HSE) and English as a Second Language (ESL) testing programs for the Cobb Adult Education program.	

REQUIREMENTS:

1.	Educational Level: Bachelor's Degree
2.	Certification/License Required: None
3.	Experience: 3 years working with Adult Education pre and post assessments, data, and project management
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 proficiency in MS Office/technology, analytical skills, and skilled in TCSG's database GALIS. Bilingual preferred.

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.	Prepares and disseminates administration procedures and materials to test takers.
3.	Maintains inventories of materials associated with testing programs.
4.	Monitors student intake forms, assessments, and attendance.
5.	Provides support to staff on the interpretation of scores from assessments and inputs timely assessment data into TCSG's database GALIS.
6.	Organizes and maintains local and state testing program records and files, and appropriately archives assessment data.
7.	Enters weekly attendance into GALIS timely.
8.	Develops and prepares statistical reports, graphs, and charts for Cobb County School District (CCSD) and Technical College System of Georgia (TCSG).
9.	Assists in the development and dissemination of reports to CCSD and TCSG.
10.	Attends all required training sessions offered by TCSG.
11.	Maintains knowledge of current GALIS and mandated National Reporting System (NRS) requirements.
12.	Maintains accurate record keeping in accordance with CCSD and TCSG policy guidelines.
13.	Enters records in GALIS to reflect level completions and HSE graduates.
14.	Coordinates and conducts quarterly post testing data meetings with staff.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____