



Job Description

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|--------------------|-----------------------|---------------|--------|
| Job Title: | Chief GED Examiner | Grade: | K |
| Department: | Community Development | FLSA: | Exempt |

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Manages the daily operations of the GED testing department. Interprets GED Testing Service policies and clarifies procedures of the administration of GED testing program and administers GED tests. Provides critical student information to local and state institutions.

Characteristic, Duties and Responsibilities:

1. Prepares and administers the GED Exam per GEDTS standards including providing special testing accommodations for students with learning, physical or emotional disabilities.
2. Oversees the use of an electronic scoring system, providing prompt student notification documentation of results.
3. Maintains all required records required by the National Testing Service.
4. Provides support/student record information to instructional and administrative staff at local and state level.
5. Oversees day to day operations of student registration.
6. Supervises subordinates.
7. Completes semester grade report/LEIS data for state benchmark goal report
8. Attends required college, state, or national meetings.
9. Inventory and maintain secure materials.

Reporting Relationships:

Direction Received: Reports to the Associate Dean, Community Development.

Direction Given: Direct supervision and evaluation of work as a first-line supervisor over support staff.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. May 2004



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Minimum Requirements:

Bachelor's degree from an accredited college or university in Education or a related degree and two years of experience in teaching, training, counseling, or testing.

Knowledge, Skills, Abilities and Worker Characteristics:

Ability to communicate effectively with students and parents from different cultural, environmental and social backgrounds.

Knowledge of official GED testing procedures.

Knowledge of test development and measurement principles and methods.

Knowledge of computer-based training/testing.

Ability to operate a personal computer for mainframe access, word processing, email, etc.

Ability to work with colleagues within the organization and with external agencies.

Willingness to explore innovative delivery methods and current trends in assessment.

Highly organized and attention to detail.

Knowledge of adult education/basic skills programs.

Supervisory skills.

Working Conditions:

Typical office environment.

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