Job Description

Job Title: GED Assessment Specialist
Supervisor: Executive Director of Student Leadership
Position Code: 4E13, DE13
Pay Grade: 34
Job Classification: Exempt
Contract Length: 245 Days

Job Summary
Position is responsible for planning and providing for OPT and GED testing services for Newport News Public Schools (ISAEP) and eligible candidates in the public at large. Position establishes protocols, establishes and monitors feedback systems and analyzes data on program effectiveness.

Essential Duties
1. Reviews and signs annual GED testing contract with GEDTS, amending as necessary.
2. Schedules OPT and GED test sessions throughout the year, creating a schedule to meet customer demand while also monitoring the fiscal impact of an expanded operation.
3. Staffs all testing sessions with qualified examiners.
4. Recruits and conducts professional training for examiners to assure an adequate staff.
5. Monitors examiner performance to assure compliance with GEDTS regulations.
6. Maintains monthly inventory of GED test batteries and supplies.
7. Establishes “safe handling” processes for test batteries and monitors compliance.
8. Maintains a plan for emergencies (and compromises) during GED testing sessions and trains staff on plan components.
9. Handles all requests for appeal of examiner decisions.
10. Handles all requests for testing accommodations.
11. Prepares and submits all necessary reports and forms for the testing program to the GED state administrator and/or GEDTS.
12. Establishes registration protocols to increase testing volume while maintaining or increasing the NNPS pass rate.
13. Establishes and implements feedback systems to measure customer satisfaction with all aspects of the testing process.
14. Establishes and implements protocols for client follow up, monitors effectiveness, and reports results.
15. Extracts and analyzes data from NRS and NRS.pro systems to identify and address performance issues.
16. Sets up GED test sessions and scans answer documents as necessary.
17. Registers clients and provides customer service (walk-in and phone).
18. Assists the Executive Director with the marketing program for GED services.
19. Models nondiscriminatory practices in all activities.

Other Duties:
Performs any other related duties as assigned by the Executive Director of Student Leadership or other appropriate administrator.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.
**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must have an Associate’s Degree and a thorough knowledge of GED testing regulations and protocols, with a **minimum of one year experience as a GED Chief Examiner**. Must have the ability to plan, organize, direct, and monitor the testing program. Must possess keen analytical and problem solving skills along with **experience in data base management** (Excel, Access, FMPro or other). Experience with **NRS and NRS.pro data systems** is ideal. Must possess ability to communicate effectively verbally and in writing and be able to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school environment.

**Supervision Exercised:** All part-time OPT and GED examiners.

**Supervision Received:** Executive Director of Student Leadership.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The School Court Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator III, Equity and Accountability or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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I acknowledge that I have received and read this job description.

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