

# CLASSIFICATION SPECIFICATION

## GED Chief Examiner

FT/PT Class Code: 3062, 3562      Pay Grade: B/C 12      FLSA: Exempt      Est. 07/01/16

**SUMMARY STATEMENT:** An incumbent is responsible for managing and overseeing a GED Testing Center, including ensuring access for all qualified candidates and ensuring the integrity of the GED tests and their administration.

### NATURE AND SCOPE:

An incumbent in this class reports to the Dean of Instruction and is responsible for administering all operational functions for the GED Testing Center. An incumbent ensures compliance with all applicable policies and procedures as specified in the GED Examiner's Manual.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Manages and oversees a GED Testing Center, including: determining the testing schedule, registering students, and administering the GED test and Official Practice Test (OPT) according to state GED Testing Service rules and regulations.
2. Verifies the identity and eligibility of each GED candidate and maintains testing security.
3. Maintains testing surveillance logs, seating charts, testing irregularity reports, etc. Provides relevant data on GED and OPT examinees to the ABE Administrator for EdVantage reports.
4. Maintains inventory and orders appropriate testing materials.
5. Provides reports to the State of Delaware Department of Education.
6. Prepares and disseminates promotional literature about the program to attract participants. Publicizes testing schedules using various media.
7. Conducts ongoing quality checks of materials and the environment to ensure that Test Center facility standards are met.
8. Maintains all required records and files and coordinates all fiscal activity with the campus Business Office.
9. Reports test results to GED candidates in a timely, confidential manner.
10. Attends meetings for Examiners.
11. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of testing procedures and security issues.
- ◇ Knowledge of managerial practices and procedures.
- ◇ Knowledge of advertising methods and techniques.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to use computers effectively.
- ◇ Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

- ◇ Bachelor's degree in a relevant field.
- ◇ Experience in teaching, training, counseling, or testing.