

RANGE N05

**JTC NO. CS2
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: GED Chief Examiner

DATE PREPARED: Summer 2006

DATE REVISED: Spring 2009; Summer 2012; Fall 2016

GENERAL SUMMARY:

Performs administrative and supervisory work in planning, coordinating and directing the GED Test. Manages and oversees a high-quality testing program that ensures access for all qualified GED candidates and ensures the integrity of the GED Tests and their administration. Work also involves building and maintaining test files and preparing statistical reports.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Signs Annual Contract and the Test Security Memorandum, and obtain the signatures of the Chief Administrative Officer and the GED examiners.
- Completes the annual Test Center Profile form.
- Places an accurate order and arranges for prompt payment for all testing materials.
- Creates and implements a written receiving plan for securing testing materials and trains all Official GED institute staff members to follow the plan.
- Develops a written emergency escape plan and trains all Official GED Institute staff members to follow the plan.
- Inventories and places into secure storage all secure testing materials immediately upon receipt from the GED Testing Service.
- Verifies the identity and eligibility of each GED candidate.
- Maintains test surveillance logs, seating charts, testing irregularity reports, and other documentation as required.
- Inventories and places into secure storage all testing materials before and after each test administration.
- Conducts testing sessions in accordance with GEDTS policies and procedures, and any supplemental memorandums from the GED Testing Service.
- Provides information to staff, faculty, and students regarding testing procedures.
- Provides information about GED Tests to civic groups, adult educators, and high school counselors.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Provides analysis and reports as required.
- Builds and maintains a data base of statistical data.
- May select, train, and evaluate GED examiners and proctors.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Ability to lift and carry materials weighing up to 30 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

As required by the Texas Education Agency (TEA) Master's degree with successful completion of a school counselor certificate and two years of classroom teaching experience in a public or accredited private school or Master's degree or higher and three years' experience in counseling or testing. Ability to interpret complex regulations, develop and implement required changes and communicate related complex regulations, develop and implement required changes and communicate related policies and procedures to staff, students and the general public. Advanced oral and written communication skills to enable interaction with a broad variety of individuals from varying backgrounds. The ability to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 06/09/06
revised: 09/01/08-rje;ccp
revised: 04/2009-ccp
revised: 08/2012 - emm
revised: 12/2016 - emm
ADA/tmm 04.12.19