CHICO UNIFIED SCHOOL DISTRICT
CHIEF EXAMINER – GENERAL EQUIVALENCY DIPLOMA (GED)

DEFINITION
Under the direction of the Director-Alternative Education, this classification is responsible for the financial management and contractual responsibilities, test security, data collection, and administration of the GED exam.

SUPERVISION EXERCISED – Supervises the GED testing center staff members.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Comply with all jurisdictional policies and procedures.
- Ensure that all staff members comply with the contractual obligation to follow the policies of the GED Testing Service Policies and Procedures Manual.
- Comply with all applicable legal requirements relating to the activities of official GED testing centers.
- Attend all examiner meetings sponsored by the jurisdiction and attend training sessions.
- Maintain the overall quality of the testing program at official GED testing center.
- Respond to the needs of the community regarding test scheduling and resource referral.
- Assure the timely preparation and submission of the GED Annual Contract, the Test Security Memorandum, and other required documents.
- Create and implement a written receiving plan for secure testing materials and train all official GED testing center staff members to follow the plan.
- Inventory and place into secure storage all secure testing materials within one business day of receipt.
- Prepare a written inventory of all secure testing materials used during each test administration and maintain the inventory documentation in the permanent secure storage area.
- Inventory and check the condition of all secure testing materials when received from the GED Testing Service; prepare a written inventory at the beginning and end of each testing session and on a monthly basis when the tests are not in use.
- Develop a written, GED-specific emergency plan that includes test days and facilities.
- Verify the identity and eligibility of each GED candidate during registration and at admission to testing sessions.
- Maintain the security of all GED testing materials.
- Maintain testing surveillance logs, seating charts, and other documentation as required.
- Conduct testing sessions in accordance with GEDTS policies and procedures as set forth in this GED Testing Service Policies and Procedures Manual and in any supplemental memorandums from the GED Testing Service.
- Control testing sessions by following all GED Testing Service policies and procedures for conducting a testing session under standard conditions or, when appropriate, with accommodations for candidates with disabilities.
- Train and monitor GED Examiners and GED Proctors.
- Administer complete battery of GED Tests no fewer than four (4) times each year, unless the official GED testing center administers GED Tests fewer than four times per year.
- Adhere to GEDTS policies regarding preparing and submitting GED testing materials for scoring.
- Report test results to GED candidates in a timely, confidential manner.
- Inform the GED Administrator of all disruptions or suspicious events that take place during any testing session promptly and in writing.
- Conduct investigations into test compromises and testing irregularities.
- Schedule and publicize testing sessions for the local community.
- Make information about accommodations available and provide accessible testing with approved accommodations for GED candidates with disabilities.
- Cooperate in research and surveys sponsored by the GED Testing Service or by the GED Administrator.
- Provide information about the GED Tests to civic groups, adult educators, and high school counselors.
- Implement local initiatives (e.g., GED graduations, GED awards ceremonies, and GED free testing days).
- Send clippings of local program press coverage of the local program to the GED Administrator.
- Inventory and return all secure GED Testing materials to the GED Testing Service no later than 30 days after the end of the contract year; using that contract year’s picking plan to validate all secure materials being returned.
- Financial responsibilities of the GED office.
- Daily/monthly/yearly accounts receivable and accounts payable duties including the maintenance & oversight of the GED accounts and yearly District audits.
- Receipt of testing payments at time of registration and invoicing of testing fees.
- Receipt and reconciliation of GED transcripts/certificates for students and institutions.
- Ensure timely processing of payments of oversight organization invoices/bills.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Techniques of data collection, organization, analysis, and interpretation; graphic and narrative representation of data; and the tools necessary to accomplish the work.
- Educational program evaluation, the California educational system, elementary and secondary school culture, and the continuous improvement process.
- State and federal accountability systems, tools, and test data interpretation policies.
- Effective communication and training strategies

Ability to:

- Manage and oversee a high-quality testing program that ensures access for all qualified candidates and ensures the integrity of the GED Tests and their administration.
- Analyze situations accurately and adopt effective courses of action.
- Work flexibly and effectively with District staff, students, the public, and various agencies.
- Schedule tests to be administered.
- Analyze and implement test administration manuals/procedures.
- Work independently with little direction.
- Place an accurate order and arrange for prompt payment for all testing materials.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Must meet California State GED Chief Examiner requirements.

Special Requirements:

Essential duties require the following physical skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.

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