



Job Description

Job Title: GED Chief Examiner

JTC: CS2

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Performs administrative and supervisory work in planning, coordinating and directing the GED Test.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of GED testing service policies and procedures. Must be able to give clear directions and convey information accurately. Ability to explain policies and procedures related to testing and student programs.

Able to maintain on-site filing system, type's correspondence, makes telephone contacts, gathers and organizes information as necessary to ensure the smooth and accurate functioning of the GED

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.

Must be well-organized, able to prioritize work and able to work independently with minimal supervision. Must exhibit the ability, knowledge, and willingness to explore and implement new ideas and technologies on a continuous basis.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus two (2) years of classroom teaching experience and testing in public or accredited private school with a successful completion of a school counselor certificate. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

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. 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.

Provides analysis and reports as required. Builds and maintains a data base of statistical data. May select, train, and evaluate GED examiners and proctors. Signs Annual Contract and the Test Security Memorandum, and obtain the signatures of the Chief Administrative Officer and the GED examiners.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.