

Madera Unified School District Classified Job Description

GED/CASAS/ Exam Coordinator

Purpose Statement

The job of GED/CASAS Exam Coordinator was established for the purpose/s of providing support to the instructional program with specific responsibilities for performing detailed technical and clerical work; coordinating, monitoring, administering, scheduling, conducting and publicizing testing sessions; and ensuring compliance with legal and administrative requirements.

This job reports to Principal / Site Administrator.

Essential Functions

- Communicates test results to participants and agencies for the purpose of providing information determine appropriate placement and/or referral.
- Communicates with a variety of personnel (e.g. students, administrators, public, agencies, etc.) for the purpose of providing accurate and up-to-date information regarding testing processes, procedures and outcomes.
- Conducts, controls, schedules, and publicizes examination sessions (e.g. General Educational Development (GED) and Comprehensive Adult Student Assessment Systems) for the purpose of providing public with testing opportunities.
- Inventories and verifies the condition of all restricted testing materials, accounting for test booklets for the purpose of adhering to testing protocols and legal requirements.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of ensuring availability of material as needed.
- Prepares billings for services (e.g. test fees, class fees, retake fees, etc.) for the purpose of generating revenues for services provided in accordance with District policies.
- Prepares documentation of test results for the purpose of providing written support, developing recommendations and/or conveying information in accordance with established guidelines.
- Prepares documents (e.g. correspondence, memorandum, reports, billing for GED testing, etc.) for the purpose of communicating information to public, agencies, district personnel, and/or state officials.
- Presents testing information as required (e.g. instructions, new/revised tests, policies and procedures, etc.) for the purpose of providing direction related to the

correct completion of testing answer documents and/or policies and practices related to state test preparation.

- Trains proctors in test administration for the purpose of ensuring proper testing protocols.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and presenting information.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; GED and CASAS testing procedures and regulations; and office procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; communicating clearly in Spanish and in English; and maintaining security and confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking,

and 40% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience One year of experience in administering, scoring, and interpreting results for a wide variety of test; one year of experience with database maintenance and monitoring.

Education High School diploma or equivalent.

Bachelors degree from a nationally accredited college or university and experience in teaching, training, counseling or testing, or an Associate's degree from a nationally accredited community college and 3 years of experience in teaching, training, counseling or testing; this experience will substitute for the experience noted above.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam

Certificates

Valid CDL

Continuing Educ./Training

None Specified

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

Physical Demands (B)

FLSA Status

Non Exempt

Approval Date

11/14/11

Salary Range