



Job Description

Job Title: GED Assessment Specialist

Supervisor: ISAEP Coordinator

Position Code:

Pay Grade: \$15.00 per hour

Job Classification:

Contract Length:

Job Summary

Position is responsible for planning and providing the GED Ready tests for Newport News Public Schools (ISAEP). Position is responsible for monitoring and documenting a student's progress in Ever-fi. Position establishes protocols, establishes and monitors feedback systems.

Essential Duties

1. Creates testing accounts for perspective students.
2. Maintains student email accounts
3. Contacts student and parent by phone and email to setup testing dates
4. Maintains accurate tracking of testing vouchers for both GED Ready and official testing
5. Administers GED Ready as needed
6. Administers the TABE to all perspectives students
7. Maintains communication with student and parent with regards to obtaining their state ID
8. Creates and maintains each student's testing history while in the ISAEP program
9. Staffs all testing sessions
10. Contacts Graduation Coach and referring high school counselor when unable to reach student or parent for testing
11. Communicates with GEDTS when necessary
12. Registers qualifying students for Official GED testing
13. Maintains Official Testing paperwork
14. Maintains and completes the Rules Agreement form for Official Testing
15. Adds official scores to testing history excel sheet
16. Prints GED certificates and official scores for students
17. Creates Ever-fi accounts for enrolled students
18. Maintains and documents student progress in Ever-fi
19. Notifies ISAEP Coordinator when vouchers need to be ordered
20. Establishes registration protocols to increase cost efficient testing
21. Maintains supplies: calculators, headphones
22. Maintains relationship with Juvenile Detention
23. Models nondiscriminatory practices in all activities

Other Duties:

Performs any other related duties as assigned by the ISAEP Coordinator or other appropriate administrator as necessary for program success and completion.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must have a high school diploma or equivalent with at least 3 years of work experience. Must have the ability to plan, organize, direct, and monitor the testing program. Must possess skills and *experience in data base management* (Excel, Access, FMPro or other). Must possess ability to communicate effectively verbally and in writing and be able to establish and maintain effective working relationships with students, staff, parents, and the public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school environment.

Supervision Exercised:

Supervision Received: ISAEP Coordinator

This job description in no way states or implies that these are the only duties to be performed by this employee. The School Court Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator III, Equity and Accountability or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date