

## Job Description

**Job Title:** ISAEP Program Specialist

**Supervisor:** Executive Director of Student Advancement

**Position Code:** 1E46, AE46

**Pay Grade:** 37

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for planning and providing for ISAEP assessment, placement and instructional services for Newport News Public Schools students wishing to pursue a GED credential. Position establishes protocols for assessment, placement and instruction and analyzes data on program effectiveness.

### **Essential Duties**

1. Prepares the annual ISAEP application for submission to the VDOE.
2. Schedules assessments for ISAEP entry throughout the year, creating a schedule to meet student needs within the constraints of high school operations.
3. Staffs all assessment sessions with appropriate personnel.
4. Meets with parents and students to discuss assessment results and placement options.
5. Places students at sites and on schedules which meet their instructional needs.
6. Selects all instructional materials to meet the needs of students and staff.
7. Assists building administrators in the selection of staff for GED instruction.
8. Monitors effectiveness of the instructional program to assure students make appropriate progress toward the GED credential.
9. Researches best practices in GED instruction and selects appropriate professional development for instructional staff.
10. Maintains records of student assessments and progress.
11. Assists building administrators in planning the vocational component of ISAEP.
12. Establishes links with post-secondary education to assist ISAEP graduates in accessing further educational services.
13. Certifies students as ready to test when they have met the requirements of the ISAEP program guidelines.
14. Refers all requests for testing accommodations to the GED chief examiner.
15. Monitors GED exam results and schedules non-passing students for follow-up classes.
16. Prepares and submits all necessary reports and forms to the state administrator of ISAEP.
17. Establishes and implements feedback systems to measure program performance.
18. Assists the Executive Director with the internal marketing program for ISAEP/GED services.
19. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties:**

Performs any other related duties as assigned by the Executive Director of Student Advancement or other appropriate administrator.

### **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 license to teach in Virginia and a thorough knowledge of GED instructional practice with a *minimum of five years' experience as a GED instructor*. Must have the ability to plan, organize, direct, and monitor the ISAEP assessment and instructional program. Must possess keen analytical and problem solving

skills along with *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:** Part-time GED Instructors.

**Supervision Received:** Executive Director of Student Advancement.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The ISAEP Program Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Student Advancement 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:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 01/19 CR