

**Metropolitan Education District  
GED Chief Examiner/Site Supervisor**



<b>Location:</b>	<b>Metropolitan Education District Silicon Valley Adult Education (SVAE) 760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>SVAE Principal</b>
<b>Classification:</b>	<b>Unrepresented</b>
<b>Date Approved:</b>	<b>Pending Board Approval</b>
<b>Date Revised:</b>	
<b>Position Control:</b>	<b>#149002, Salary Schedule #8, Step 3, Range 11, 210 days</b>

**POSITION DESCRIPTION:**

Under the direction of the SVAE Principal, the Site Supervisor/GED Chief Examiner must be a professional and experienced educator in adult education, educational administration, testing, or counseling, and must be knowledgeable about the GED Program or educational testing and measurement. They must be a full time employee charged with the responsibility of overseeing the jurisdiction of the GED Program. This is an exempt position.

The Site/Program Supervisor will serve as liaison among Metropolitan Education District, CalWORKs, and SVAE/SVCTE administration, certificated and classified personnel and with other adult schools and community partners.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Supervises the on-site CalWORKS program
- Maintains open and positive communication with the SVAE/SVCTE and District personnel
- Facilitates and participates in SVAE staff and district meetings
- Confers with SVAE and CalWORKs administrator(s) regarding the ordering of department related materials for program usage
- Facilitates in the development of CTE and AE curriculum delivery as need that pertains to CalWORKs students
- Demonstrates prompt and regular attendance
- Develops and implements GED test administration and processing for the main campus site
- Supervises and trains GED and CalWORKs staff
- Assists in monitoring program budget and prepares monthly invoices
- Coordinates student/client recruiting and enrolment,
- Provides necessary data to SVAE, State, Federal, Regional, County and District offices
- Prepares and conducts staff and student/client surveys
- Maintains the security of testing system applications, exams, and exam data, and candidate information
- Acts as liaison with State and Federal staff
- Monitors and installs required software updates in compliance with Pearson Vue contract requirements
- Oversees exam downloads to State data base to ensure accuracy
- Monitors monthly fees paid by Pearson Vue to CCSD for accuracy
- Coordinates testing scholarship payments for accurate fund distribution
- Conducts training for GED staff and instructors as needed
- Complies with all certification requirements by annually completing recertification exam
- Performs other duties as assigned by appropriate administrator

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Career preparation, curriculum standards, methodologies and publications
- Staff management and supervision
- Labor Market and employment information
- Marketing principals and strategies
- Curriculum development and assessment
- Record keeping methods for required documentation
- Interpersonal skills including tact, patience, and courtesy
- Current education regulations and district policies and practices
- Local public and private agencies which provide occupational training
- Laws and regulations including child welfare laws, Education Code, Americans with Disabilities and Section 504 of the Rehabilitation Act
- MetroED practices and policies
- Technology use for communication, presentation, and classroom use

**Ability to:**

- Work a flexible schedule, which may include mornings, afternoons, evenings and weekends
- Responsible for policy implementation and administration of the AE/GED program with the jurisdiction
- Working cooperatively throughout the jurisdiction to increase the number of adults who are aware of and participate in the GED program
- Ensure accessibility to the GED program for all populations in the jurisdiction
- Establish regular communication with adult educators, workforce education program providers in order to keep them informed of developments in the GED program including updates, changes or other information related to the administration of the GED program in the jurisdiction
- Participate in joint research and survey activities within the jurisdiction with GED Testing Service
- Attend appropriate meetings regarding the GED program
- Safely and effectively operate a variety of equipment appropriate for the assigned instructional area
- Provide timely review, disposition and resolution of jurisdiction specific candidate eligibility determinations
- Promote pathways to education and employment for GED graduates, including providing information about the jurisdiction's GED test preparation programs and candidates to institutions and employers
- Review and approve candidate exceptions, including but not limited to, obtaining any necessary parental or guardian consents
- Stay current on GED Testing Service products, services, and resources (websites, information, etc.) and any other reputable products and services for adult learners and educators that support the successful achievement of career – and college – readiness for adult learners
- Provide assistance and cooperation to the process for candidates requesting accommodations, including information about the appeals process
- Provide information about adult learners and the GED program to policymakers, community-based service and civic groups, foundations and career – and high school counselors
- Establish cooperative relationships with community-based organizations throughout the jurisdiction that are interested and willing to support a variety of needs of candidates including instruction, underwriting Candidates fees or providing support services (childcare, transportation, etc.)
- Complete and sign the required GED Testing Service forms for obtaining access to GED Manager and GED Analytics for jurisdiction and jurisdictional employment

**MINIMUM QUALIFICATIONS:**

**Education and Credentials:**

- Bachelor Degree
- Three (3) years of experience in teaching, training, counseling or testing
- Three (3) years of successful supervisor or coordination and teaching experience working with a diverse population
- Must be able to provide copies of credentials as required for the position or provide evidence of qualifying for required credentials with your application materials

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature