Job Title: GED Chief Examiner

 JOB SUMMARY

The GED Chief Examiner is responsible for the oversight and management of the GED testing program at a technical college.

MAJOR DUTIES

- Responsible for the administration of the Computer Based GED testing program;
- Orders testing materials and maintains inventory of materials and equipment;
- Coordinates logistics for sessions; ensures that facility area is scheduled and all equipment is prepared as needed;
- Markets the GED program and publicizes testing sessions;
- Responsible for the development and updating of GED testing records;
- Creates and maintains a high performance environment characterized by positive leadership and a strong team orientation;
- Maintains knowledge of current trends and developments in the field by attending professional development training, workshops, seminars and conferences and by reading professional literature in the related technical field;
- Coordinates the NEXT STEP program that transitions GED graduates to credit programs for Adult Education.

COMPETENCIES

- Knowledge of GED Testing Service policies and procedures
- Knowledge of Adult Education Program
- Knowledge of community and service delivery area
- Organization skills
- Skilled in the operation of computers and job related software programs
- Skill in interpersonal relations and in dealing with the public

MINIMUM QUALIFICATIONS

- Bachelors’ degree from a nationally or regionally accredited college or university *and* Two (2) years of experience in teaching, training, counseling, or testing, record keeping, data collecting

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location.