

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Student Activities Specialist, Adult School

Salary Grade: 11

Salary Schedule: Classified

Department: Varies

Reports to/Evaluated by: Adult School Principal

FLSA: Non-Exempt

SUMMARY

The Student Activities Specialist for the Adult School serves as the testing coordinator. The position involves performing a variety of complex clerical, record-keeping, registration, attendance, and other support duties for the Clovis Adult School. The role requires a high degree of accuracy and accountability for reports and records. Timeliness of reports is critical, so the ability to organize and prioritize work is necessary. The employee will interact with students and the general public who wish to test, requiring routine communication with various contacts in an adult education setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the General Education Development (GED) Chief Examiner in coordinating the GED test program. This includes conducting testing, maintaining test security, securely sending completed answer sheets and essays to the official GED scoring site, maintaining student records, and compiling, receiving, and communicating test results to test takers. The specialist is also required to attend meetings for GED examiners sponsored by the California Department of Education.
- Coordinates the Comprehensive Test of Basic Skills (CTBS), the Test of Adult Education (TABE), and the high school proficiency test for the Clovis Unified School District.
- Assists in the administration of a variety of educational testing.
- Proctors the Paraprofessional Test.
- Assists students, staff, and visitors at the counter as necessary.
- Maintains testing protocols and confidentiality.
- Assists the School Secretary, School Office Manager-Adult, or other clerical personnel with a variety of clerical and office duties.
- Serves as the backup for the School Secretary or other office staff when they are absent.
- Collects, counts, and records testing fees and maintains related records and reports.
- Types a variety of documents, including tests, schedules, reports, certificates, and lists.
- Prepares and types letters, memos, and correspondence from written notes or oral instructions.
- Prepares, compiles, and submits statistical reports to various organizations and agencies.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

- **Knowledge of:** The position requires thorough knowledge of GED testing regulations, as well as State, District, and Adult Education testing policies and procedures. The role demands strong record-keeping, office organization, and clerical skills. Good computer skills, including word processing, data entry, and internet knowledge, are essential. Above-average communication skills are also required for interaction in both formal and informal settings.
- **Ability to:** The specialist must be able to prepare written reports and correspondence and perform general or complex clerical duties with limited supervision. The ability to oversee the maintenance of records and reports consistent with defined requirements is also needed. The incumbent must be able to interpret District and State policies related to GED, CTBS, and other testing. The ability to interact with a wide range of contacts with discretion, tact, and diplomacy is essential, and the incumbent must maintain the confidentiality of records and information. This role requires the ability to perform all clerical and record-keeping duties, including operating computer software programs, and training staff. The specialist must also be able to lead and direct students in various programs and activities.
- **Education and Experience:** A high school diploma or equivalent is required. An associate's degree and at least three years of experience in test administration are required, or the individual must be currently registered with the State of California as a Chief Examiner or Alternate Chief Examiner for the GED test. Additional clerical or business training is preferred. A minimum of three years of increasingly responsible clerical or record-keeping experience, with one year in a school office, is strongly preferred. A valid California Driver's license is also required.
- **Working Conditions:** Work is normally performed in an office setting.