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<b>Position:</b>	Student Activities Specialist, Adult School	<b>FLSA:</b>	Non-Exempt
<b>Department:</b>	Varies	<b>Salary Grade:</b>	11
<b>Reports To:</b>	Adult School Principal	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Serves as the testing coordinator for the Clovis Adult School. Performs a variety of complex and responsible clerical, record keeping, registration, attendance or other support duties for the Clovis Adult School.

**NATURE AND SCOPE**

Under the direction of the Principal or Learning Director, serves as the testing coordinator for the Clovis Adult School. Performs clerical and record keeping duties related to the maintenance of complex testing records. Position requires a high degree of accuracy and accountability. Accuracy of reports and records is required. Timeliness of reports is critical, requiring the ability to organize and prioritize work. Also requires routine interaction and communication with the normal range of contacts seen in an adult education setting. Incumbent will interact with students and the general public who wish to test.

**DISTINGUISHING CHARACTERISTICS**

This is a senior level position in the clerical support series. May advance to a higher level clerical, office management or secretarial positions. Additional education including college level courses may be required for advancement.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Assists the General Education Development (GED) Chief Examiner in coordinating the GED test program (i.e., conducts testing; maintains test security; sends completed answer sheets and essays in a secure manner to the official GED scoring site; maintains student records; receives and compiles test results; communicates test results; communicates test results to test takers; and is 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 the California High School Exit Exam (CAHSEE).
- Assists students, staff and visitors at counter as necessary.
- Assists the School Secretary, School Office Manager-Adult or other clerical personnel in the performance of a variety of clerical and office duties. Serves as the backup for the School Secretary or other office staff when 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 letter, 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 and Skills:** Requires a thorough knowledge of the testing regulations for GED. Requires a thorough knowledge of State, District and Adult Education testing policies and procedures. Requires a strong record keeping, office organization and clerical skills. Must have good computer skills including word processing, data entry and Internet knowledge. Requires above average communication skills sufficient to interact in both formal and informal settings.

**Abilities:** Requires the ability to prepare written reports and correspondence and perform general or complex clerical duties with limited supervision. Requires the ability to oversee the maintenance of records and reports consistent with defined requirements. Must be able to interpret District and State policies that are related to GED, CTBS, and CAHSEE testing. Must be able to interact with a wide range of formal and informal contacts with discretion, tact and diplomacy. It is essential that the incumbent in this position maintain the confidentiality of records and information. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs. Requires the ability to train staff. Requires the ability to lead and direct students in a variety of programs and activities.

**Physical Abilities:** Requires sufficient arm, hand, and finger dexterity to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone. Work is normally performed in an office setting with minimal exposure to health or safety hazards.

**Education and/or Experience:** Associates degree and at least three (3) years of experience in test administration are required or must be currently registered with the State of California as a Chief Examiner or Alternate Chief Examiner for the GED test. High School diploma or equivalent required. Additional clerical or business training preferred. Minimum of three years of increasingly responsible clerical or record keeping experience with one year in a school office is strongly preferred. Valid California Driver's license is required.