

## 22080354 - ACOM High School Equivalency Program Coordinator Functional Job Description

### **Identification**

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Position Number: 22080354	Revision Date: 1/10/2021
Internal Title: ACOM Program Coordinator	OPM Title: ACOM Program Coordinator
Division: Adult Education	Grade: GS10
Senior/Hiring Manager: Dr. Trenia Miles	Class Code: E074C
Funding Source: (0.00%) Federal (100%) State	Cost Center: B810100270

### **Position Summary**

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The ACOM Program Coordinator will function as the High School Equivalency Program Coordinator, serving as the administrator of the state's high school equivalency testing program. The High School Equivalency Coordinator is assigned to the Division of Adult Education. This Coordinator will oversee the development and evaluation of Adult Education high school equivalency testing programs. The coordinator will provide professional development training to testing administrators associated with adult education programs, as well as review and recommend curriculum and software align to testing standards. The coordinator will analyze and report high school equivalency statistical data, including demographic data. The High School Equivalency Coordinator will work with adult educators to promote high school equivalency testing through workshops, conferences, and online training. In addition, this Coordinator will research and develop opportunities for those who complete high school equivalency tests, including college credit and scholarships.

The Program Coordinator is the state's liaison with the national office of the official high school equivalency test. The Program Coordinator will ensure that high school equivalency testing centers are in compliance with federal and state guidelines, laws, and policies, and ensure that citizens are provided adequate access to testing centers and testing schedules. In addition, the Program Coordinator will provide technical assistance and program monitoring to high school equivalency testing centers through annual site visits. The Program Coordinator's responsibility includes working cooperatively throughout the state to increase the number of adults who are aware of and participate in the high school equivalency program. The Program Coordinator will budget, monitor, and approve expenditures for high school equivalency testing. The coordinator will also assist in developing and implementing policies and procedures related to high school equivalency testing and adult education and keep the Deputy Director and Associate Director informed on any issues that may impact the agency in a timely fashion.

Statewide and some out-of-state travel, which may include some overnight is required. Irregular work hours are expected, which may include some weekend work.



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### **Education and Professional Work Experience**

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#### ***Minimum Qualifications***

The formal education equivalent of a master's degree in education, educational administration, technology, testing, counseling, educational testing and measurement or a related field; plus, four years of experience in the field of education or a related field.

The Program Coordinator must be knowledgeable about the high school equivalency program or educational testing and measurement. The Program Coordinator must be a full-time employee charged with the responsibility of overseeing the high school equivalency program.

#### ***Preferred Qualification***

Four years of successful teaching or testing experience is preferred as well as experience supervising employees. This position requires the ability to analyze data to prepare qualitative and quantitative reports.

Other qualifications include training, mentoring, and delivering professional development; Experience reviewing, approving, managing, and overseeing state and federal grants; Interpreting state and federal laws and policies.

The Program Coordinator must demonstrate initiative as a self-starter, be analytically astute, exercise responsible judgment, and highly motivated to competently achieve performance expectations with minimal supervision. A high level of integrity is essential to be successful as the Program Coordinator. The candidate must effectively communicate orally and in writing, have strong interpersonal skills, and public presentation experience. Management and organizational skills are required, with attention to detail. Proficiency in Microsoft Office products is required.

#### ***Knowledge, Skills, and Abilities***

- Knowledge of the principles and practices of mathematics and statistics.
- Knowledge of research and analysis techniques and methods.
- Knowledge of work-related subject area.
- Knowledge of computers and software applications. Ability to prepare, present, and review oral and written information and reports.
- Ability to research and analyze related work program information.



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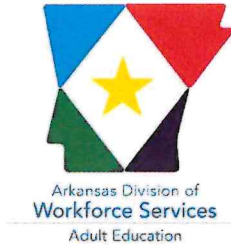
- Ability to develop, recommend, interpret, and apply policies and procedures.
- Ability to analyze financial records and prepare reports.
- Ability to plan, organize, and direct the work of others.

### **Job Responsibilities and Expected Results**

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1. Participate in the submission of federal and state reports; assist in data match and conducting the state and federal funding of programs, assist in writing policies and procedures, and federal state plans.
2. Conduct workshops and presentations during meetings and professional conferences.
3. Oversee the management of high school equivalency credentials and protect the integrity of all confidential client, student, and employee information.
4. Ensure the maintenance of accurate and complete high school equivalency records within the state.
5. Ensure accessibility to the high school equivalency program for all populations in the state.
6. Establish regular communication with adult educators, workforce development/labor, corrections, and other instructional adult education program providers in order to keep them informed of developments in the high school equivalency program including updates, changes or other information related to the administration of the program.
7. Participate in research and survey activities concerning high school equivalency within the state.
8. Provide timely review, disposition, and resolution of state specific eligibility of test takers.
9. Promote pathways to education and employment for high school equivalency participants, including providing information about the state's high school equivalency test preparation programs and Candidates to institutions and employers.
10. Provide assistance and cooperation to the process for Candidates requesting accommodations.





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11. Provide information about adult learners and the high school equivalency program to policymakers, community-based service and civic groups, foundations and career- and high school counselors.
12. Implement a communications and outreach plan to educate communities and stakeholders throughout the state about the high school equivalency program as well as the tools the program provides to help students prepare for the test, perform well on the test, and move on to good jobs with good wages after the test.
13. Research additional opportunities for high school equivalency test completers, including college credit, scholarships, internships, etc.