



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Pay Grade: Instructional

FLSA: Exempt

COORDINATOR, OTHER - ADULT TESTING

REPORTS TO:

Managing Officer, Adult Education

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Florida Department of Education certificate in an academic field. Demonstrated ability in oral and written communication skills, planning, and organization. Three (3) years professional experience.

PREFERRED:

Adult education and/or GED Testing experience.

MAJOR FUNCTION

Serves as a General Educational Development (GED) test administrator and is responsible for coordinating and conducting the GED testing program at either the north or south GED testing center.

ESSENTIAL RESPONSIBILITIES

- Ensures compliance will all testing policies, procedures, and requirements.
- Prepares and processes state and federal data reports and testing information requests.
- Recommends and schedules appropriate personnel for all testing sessions, maintaining the integrity of testing in Pinellas County.
- Provides publicized testing schedules. ~~in compliance with GED testing requirements~~
- Ensures the security of all testing situations.
- Maintains sufficient services to meet countywide testing demands.
- Ensures the acceptable condition of the testing lab at the beginning and end of each testing session.
- Provides appropriate accommodations for eligible disabled candidates at the testing site.
- Maintains records and financial management as they relate to adult testing.
- Assists with the online test registration process at all adult sites.
- Assists administrators with preparing required reports and dissemination of statistical information as needed.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 1/94 PBL/DLH; FORMAT REVISED LM 9/04; REVISED FORMAT, MF, ER, ADA 4/01/13 LM; BOARD APPROVED: 7/30/13;REVISED ERs, LM 3/23/22

COORDINATOR, OTHER - ADULT TESTING

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds			X		
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Other - Adult Testing – Instructional