



# Sequoia Union High School District

## Job Description

<b>JOB TITLE:</b>	<b>Adult School GED Technician</b>
<b>REPORTS TO:</b>	Chief of Operation Manager
<b>CLASSIFICATION:</b>	Classified
<b>SALARY SCHEDULE:</b>	15.0
<b>WORK - YEAR / HOURS:</b>	11 months / 7.5 hours
<b>LOCATION:</b>	Various
<b>BOARD APPROVAL:</b>	11/5/97

### DEFINITION

Under general supervision, to coordinate the resources and services of a GED (General Educational Development) testing center; to schedule, administer and score the GED test, and keep records; to provide information and assistance to the public regarding Adult School programs; to perform a variety of clerical tasks; and to perform related work as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a journey-level classification. Under general supervision, incumbents exercise independent judgment within the framework of established policies and procedures. This class performs a variety of specialized functions in support of the GED program, and requires extensive public interaction regarding assigned program areas.

### EXAMPLES OF DUTIES

### QUALIFICATIONS

Knowledge of:  
Applicable laws, codes, regulations and policies.  
High school counseling and guidance functions.  
Career types and general requirements.

Continuing education/training options and requirements.  
General clerical office practices and procedures, including operation of common office equipment and computer hardware and software.

Skill in:

Working independently and using sound judgment within the framework of policies, procedures and guidelines.

Interacting effectively with a diverse public and student population.

Organizing, scheduling, coordinating, implementing and monitoring a variety of activities and programs related to Career Center operations.

Compiling, organizing, maintaining, and disseminating a variety of career/educational information and resources.

Clearly and correctly writing, reading and speaking in English.

Performing routine clerical work and operating standard office equipment including computers.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to graduation from high school, with experience in clerical and/or youth program work sufficient to have provided the required knowledge, skills and abilities.

### **PHYSICAL REQUIREMENTS**

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
- Physical ability to reach, bend and grasp in order to file and retrieve materials.

### **OTHER REQUIREMENTS**

May require willingness and ability to work evening hours as required.

