

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NY 11201**

Posted Date: May 19, 2009
Deadline: June 16, 2009

RE-POSTED

Teacher Assigned A Vacancy Circular No 25A, 2008 -2009
(SUBJECT TO FUNDING AVAILABILITY)

Position: GED Local Test Quality Coordinator - Rikers Island
(Teacher Assigned A)

Location: Horizon Academy and Island Academy (Rikers Island) and various
locations citywide as requested by the District 79 GED Testing
Coordinator

Eligibility: New York City Department of Education licensed teacher.

Selection Criteria:

- Background and knowledge of General Equivalency Diploma (GED) test administration and procedures.
 - Experience in conducting workshops and facilitating groups.
 - Proven ability to work effectively in collaboration with administrators, teachers and students.
 - Experience in data collection and analysis relating to test scores and alignment with instructional practices.
 - Outstanding organizational skills, including strong project management implementation ability and experience
 - Strong technological skills including Excel and Publisher.
 - Experience working in an administrative support capacity.
 - Demonstrated ability to work on a team.
 - Excellent report-writing skills.
- Also preferred:
- Bilingual English/Spanish
 - Extreme flexibility, with a strong work ethic and an entrepreneurial spirit to accommodate a high level of responsibility with multiple priorities.
 - Passionate commitment to D79's mission and the students at Horizon and Island Academies.

Duties & Responsibilities: Responsible for coordination and administration of the GED examinations; ensuring that all staff members, proctors, etc., are properly trained to follow guidelines set forth by the State of New York and the GED Testing Service. Providing instructional and operational support and analysis to further the GED testing mission of District 79, responsibilities include:

- Maintain open communication with the District 79 GED Testing Coordinator regarding the testing program and the needs of its community
- Coordinates work performed by Exam Proctors (approximately 8)
- Coordinates data and reporting, especially involving all-security related documents
- Researches, coordinates, and prepares reports and briefings
- Analyze reports and make process improvement recommendations
- Improve student performance through analysis, policy recommendations, and ongoing student support and promoting stability and adherence to standards and student achievement.
- Assists in meeting preparation with internal and external partners
- Work in collaboration with the GED Testing Coordinator to create and implement a written plan for securing all test materials and train all official GED testing staff to follow the plan
- Train Examiners and proctors to administer the GED exam
- Inventory and check the condition of all testing materials when received from the GED Testing Service; Prepare a written inventory of testing materials at the beginning and end of each session and on a monthly basis when the test is not in use; maintain records of GED testing
- Create and implement a GED testing schedule in collaboration with the GED Testing Coordinator given the demand for GED testing at Horizon and Island Academies on Rikers Island
- Accept applications from and review eligibility of all candidates
- Make all arrangements for use of testing center facilities
- Provide a fair and comfortable testing environment for all candidates
- Verify the identity of all candidates

Page 2 Teacher Assigned A GED Local Test Quality Coordinator Rikers Island

- Administer the GED test at the scheduled time
- Maintain all test surveillance logs, seating charts, testing administration reports, testing irregularity reports and all other required documentation
- Attend all meetings for GED Chief Examiners, proctors and clerical assistants as needed
- Performs other duties as assigned by the District 79 GED Testing Coordinator

Salary/Hours/Work Year: As per UFT collective bargaining agreement

Application: Please apply in writing expressing your interest and qualifications, including copies of your teaching credential, resume and NYC file # via email by **June 19, 2009** to: dgreenblatt@schools.nyc.gov .

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APPROVED: *Gary Barton*
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Division of Human Resources