



## PERSONNEL COMMISSION

**Class Specification  
Salary Range: 25 (C1)**

### CLASS CODE

### TITLE

5200

**HIGH SCHOOL EQUIVALENCY EXAMINER**

5201

**HIGH SCHOOL EQUIVALENCY EXAMINER– BL SPANISH**

### JOB SUMMARY

Under general supervision, conduct registration sessions and administer testing for High School Equivalency Test (HiSET) candidates at specified District and external locations; train and provide work direction and guidance to proctors; assure the security and maintenance of tests, examinee scores and records; perform related duties as assigned.

### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Conduct registration sessions and administer testing for the High School Equivalency Test (HiSET) candidates at specified District and external locations; explain the testing process and procedures; assist candidates with completing registration forms; collect fees from examinees for deposit to appropriate account. **E**
- Plan for and provide a secure and appropriate testing environment in accordance with Educational Testing Service (ETS) standards; maintain security measures and confidentiality of test materials and examinee data; respond to questions from candidates. **E**
- Inventory test materials before and after testing sessions; secure and send test materials to designated outside agency for scoring. **E**
- Maintain test logs; prepare test session reports including irregularity reports as needed. **E**
- Train and provide work direction and guidance to proctors on the requirements of test administration; conduct informational training on the HiSET testing process; appoint test proctors with approval of ETS.. **E**
- Develop and distribute information such as brochures and bulletins to publicize and clarify the HiSET testing service; schedule and advertise location and dates for HiSET testing; distribute information to sources such as adult educators, high school counseling centers and civic agencies to reach potential candidates. **E**
- Assist with inventories and return testing materials to the ETS as required; respond to and process requests for HiSET transcripts. **E**
- Promote special accommodation testing for candidates with disabilities. **E**
- Maintain assigned records, files and databases on candidates and examinees. **E**

- Operate a variety of office equipment including a copier, computer and assigned software; drive a vehicle to conduct work. ***E***
- Attend a variety of meetings, trainings and conferences to maintain current knowledge of HiSET testing delivery methods including computer based assessments. ***E***
- Provide assistance administering other standardized tests as requested.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A High School Equivalency Examiner conducts registration sessions and administers High School Equivalency Test (HiSET) tests at specified District and external locations in accordance with Educational Testing Service (ETS) and California Department of Education requirements. An incumbent in this class serves as an alternate examiner to a Chief Examiner. Incumbents in the High School Equivalency Examiner – BL Spanish classification are expected to perform the essential duties of the class utilizing bilingual skills as necessary to communicate testing instructions and respond to customer questions.

Employment in this class requires that an incumbent have no affiliation with HiSET instructional activities. HiSET test administration and instruction are separate functions and High School Equivalency Examiners cannot participate in both activities in accordance with ETS Testing Service policy.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Principles of standardized testing.

Test security and confidentiality of data.

Student adult populations including diverse populations in the community.

Principles and practices of training and providing work direction and guidance to others.

Basic mathematics.

Public speaking techniques.

Operation of office equipment including a copier, computer and assigned software.

English usage, spelling, punctuation and grammar.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

#### **Ability to:**

Plan, organize and administer tests.

Compile, secure and send out test materials and transcripts in a timely manner.  
Enforce testing protocols at testing sessions.  
Prepare and maintain records and files.  
Train and provide work direction and guidance to proctors in test administration.  
Maintain confidentiality of sensitive and privileged information.  
Meet schedules and timelines.  
Prepare reports and memoranda.  
Speak effectively in front of large groups of people.  
Communicate effectively orally and writing.  
Understand and follow ETS Testing Service rules and procedures.  
Maintain current knowledge of ETS testing delivery methods including computer based assessments.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a variety of office equipment including a copier, computer and assigned software.  
Drive a vehicle to conduct work.

**Education and Training:**

Associate of Arts degree. Course work in education, counseling or a related field is desired.

A Bachelor's degree is preferred. Course work in education, counseling or a related field is desired.

**Experience:**

Three years of experience in teaching, training, counseling or testing.

A Bachelor's degree may be substituted for two years of the required experience.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

Positions in the High School Equivalency Examiner - BL Spanish classification require the ability to communicate effectively, both orally and in writing, in Spanish. Applicants must successfully pass the District's bilingual/biliterate test.

Incumbents in this classification must obtain a Certification of HiSET Supervisor Training within six months of employment in this classification and are required to attend one annual HiSET training each year.

An incumbent may work irregular schedules, including late afternoon and evenings as needed.

**WORKING ENVIRONMENT**

Office and classroom environment.  
Drive a vehicle to testing sites.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Seeing to read a variety of materials.  
Walking and standing to proctor and monitor testing activities.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Pushing and pulling carts with testing materials and lifting and carrying moderately heavy test supplies and boxes weighing up to 25 pounds.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.