

**FRESNO UNIFIED SCHOOL DISTRICT  
POSITION DESCRIPTION**

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<b>TITLE:</b>	Test Coordinator	<b>REPORTS TO:</b>	Director, Adult and Community Ed.
<b>DEPARTMENT:</b>	Adult and Community Education	<b>CLASSIFICATION:</b>	Certificated
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	227 days
<b>BOARD APPROVAL:</b>	October 22, 1992	<b>SALARY:</b>	Hourly: \$25.22

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**GENERAL SUMMARY:**

Supervise the implementation of ESL/ABE/GED assessment program.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Supervise implementation of assessment of ESL/ABE/GED students.

Acquaint the staff with competency-based education.

Develop methods to assess students' needs.

Develop, review, and revise basic skills for each level of instruction; select and adapt instructional materials to meet the competencies at each level.

Develop evaluation procedures and exit criteria for each level of instruction.

Assume additional related responsibilities, tasks, and duties as may be determined by the Director, Adult and Community Education or designee.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

California credential authorizing instruction at the elementary, secondary, or adult level.

Three years successful adult education teaching experience.

Knowledge of principles and procedures associated with ESL/ABE/GED curriculum development and implementation.

Ability to coordinate the ESL/ABE/GED assessment program.

Knowledge of California Adult Student Assessment System.

Ability to establish and maintain effective relationships with staff, students, and the public contacted in the performance of duties.

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Ability to speak and write effectively.

Knowledge of leadership techniques.

**WORKING CONDITIONS:**

Ability to work in a fast-paced office.

Must thrive on diverse programming on a daily basis.

Ability to handle the educational environments listed above.

Ability to work independently and make decisions.

**CONTACTS:**

Daily contacts with students and staff, Fresno County G.A.I.N. program and personnel, Fresno County Department of Social Services, and California Adult Student Assessment System personnel.

Ced046  
10/92