

**Kansas Board of Regents
Position Description For
Associate Director for High School Equivalency**

Date: February 2024
Name: Vacant
Position No.: K0224321
Supervisor: Director for Adult Education

Brief Description of Position:

The Associate Director for High School Equivalency position serves in the Workforce Development unit and is responsible for policy implementation and administration of High School Equivalency (HSE) for GED Testing and the Kansas Pathway to Career Diploma Program within the state of Kansas. The Associate Director for High School Equivalency will provide policy implementation, administration of the programs, and supervision of all official HSE programs within Kansas in accordance with State statutes and regulations and the HSE examination vendor policies and procedures.

The Associate Director for High School Equivalency collaborates with the Director for Adult Education and other stakeholders throughout the state to increase the number of adults who are aware of and participate in HSE programs to gain the skills needed to succeed in career-training programs and/or college, and the workforce, thus, contributing to the economy and overall health of the state.

Position Duties:

- Improve, develop, and disseminate opportunities for all populations to attain a high school credential.
- Establish cooperative relationships with community organizations, adult education centers, Kansas Corrections, Testing Centers, and the public by maintaining an open, approachable manner and treating all fairly and respectfully.
- Utilize media to increase the visibility of available options for adults interested in obtaining a high school credential.
- Locate educational, transitional, and/or testing resources and opportunities to meet the needs of Kansans.
- Promptly communicate and report any incidents of Test-taker colluding, cheating, impropriety, irregularities, test security, or customer complaints and provide them with reasonable assistance in responding to such issues.
- Convey information clearly, concisely, and logically regarding accommodations and the process for requesting accommodations, including information about the appeals process.
- Provide timely reviews and resolutions specific to test-taker eligibility determinations and remove exceptions once eligibility requirements are satisfied.
- Coordinate with the database/credentialing vendor to ensure historical and current HSE testing data is complete, accessible, secure, and maintained in a single database.
- Ensure all test takers receive complimentary initial credentials upon successful completion of the HSE requirements as well as the ability to access duplicate credentials.
- Perform exemplary customer service through written and verbal communication with the public, testing centers, adult education centers, and state entities.

- Network with other state high school equivalency administrators to stay current with additional test options and their potential viability for Kansas.
- Coordinate RFIs and RFPs as needed to ensure compliance with State of Kansas procurement requirements.
- Provide guidance to Adult Education providers to develop/implement Spanish GED instruction/testing.
- Provide oversight, training, and monitoring of the testing environments.
- Provide testing, financial, and statistical data in a timely manner.
- Performs other duties as assigned.

Supervisory Duties: No

Required Qualifications:

- Bachelor's degree from an accredited institution
- Minimum of 5 years of full-time administrative or counseling experience in postsecondary and/or secondary education
- Strong analytic, organization, interpersonal, and communication skills; ability to prioritize, take initiative, and follow through to completion with multiple projects
- Ability to work and communicate with multiple agencies, constituents, stakeholder groups, and the public
- Willingness to travel within and outside of the State of Kansas

Preferred Qualifications:

- Master's degree from an accredited institution
- Bi-lingual (Spanish)