



An Official website of the Commonwealth of Massachusetts
MassCareers Job Opportunities

Job Description

High School Equivalency Specialist - (17000577)
Description

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

The Department of Elementary and Secondary Education is recruiting an **Educational Specialist C** to join the Adult and Community Learning Services (ACLS) team engaging in statewide activities focused on Adult Education Services.

Adult and Community Learning Services (ACLS) oversees the Department of Elementary and Secondary Education's Adult Education (AE) programs. ACLS funds and monitors over 100 programs across the Commonwealth that provide Adult Education and English for Speakers of Other Languages services to over 20,000 adult students annually. ACLS also oversees the high school equivalency testing that includes the administration of the tests required to earn the Credential and the issuing of the Massachusetts High School Equivalency Credential.

The High School Equivalency (HSE) Specialist will oversee the [HSE Test Centers](#) throughout Massachusetts and will provide technical assistance, information, and direct resources to all HSE Test Centers' staff members.

The successful candidate will also perform the following duties:

- Coordinate communication to HSE Test Centers regarding changes, updates and Professional Development information provided by HiSET®, GED® and the HSE Office:
 - ensure statewide test center coverage for both assessments;
 - approve and advise new test centers and approve test center staffing changes;
 - review test center data for trends, issues, concerns and inform and discuss information with the supervisor and/or unit administrator in a timely manner;
 - propose solutions to overcome challenges; and
 - review and ensure alignment of HSE assessment policies, state policies and regulations with the American with Disabilities Act (ADA) and other related state & federal disabilities laws/regulations.
 - Oversee the [Adult Diploma Program](#) (ADP) funded through ACLS;
 - Work with vendors to oversee the implementation of the High School Equivalency (HSE) assessments in Massachusetts;
 - Recommend HSE policies or policy revisions as needed;
 - Ensure effective communication within the adult education field:
 - maintain and update HSE website;
 - prepare HSE related information and share resources in ACLS monthly mailings;
 - Design, develop and coordinate trainings for various audiences on matters related to HSE testing in Massachusetts including but not limited to examiners' needs, special accommodations, HSE preparation programs, specific HSE subject areas and scoring of HiSET® and GED®;
 - Support HSE examinees/graduates:
 - respond in a timely way to daily email/phone requests re: testing policies, testing availability and processes, diploma and transcript issues, mediate between an examinee/graduate and HiSET, GED Testing Service, and/or Diploma Sender;

Troubleshoot and resolve problems related to HSE testing;
 - Organize and facilitate biannual Chief Examiners meeting to ensure coordination among the ACLS office, HiSET®, GED® vendors and test centers;
 - Convene HSE advisory workgroup to advise ACLS on HSE testing in Massachusetts;
- Work closely with the HSE office specialist, supervisor and unit administrator as part of the HSE team;
- Support and engage in the Adult and Community Learning Services Unit's work, e.g. participate in the open and competitive Request for Proposals (RFP) review process;
 - Develop Request for Review (RFRs) for high school equivalency (HSE)

assessments and issuance of HSE diplomas; and

- Perform other duties as assigned.
- Based on assignment, travel throughout the Commonwealth is required.

Preferred Qualifications:

The qualified candidate will possess:

Commitment to being part of a learning organization and positively and accurately communicating ESE policies;

Knowledge of current HSE assessments and experience in administering and/or overseeing standardized assessments;

Knowledge of adult education system and services;

Understanding of the College and Careers Readiness Standards for Adult Education;

Knowledge of accommodations for test takers with disabilities or health-related needs;

Strong interpersonal skills;

Ability to work individually and as part of a team;

Flexibility in response to changing job requirements;

Excellent analytical, organizational, communication and writing skills;

Ability to provide support and technical assistance;

Ability to negotiate effectively;

Ability to analyze educational data and articulate conclusions orally and in writing, and to prepare and use charts, graphs, and tables;

Ability to design and deliver effective trainings (including webinars) to large audiences and facilitate meetings;

Ability to exercise authority appropriately in the oversight of contracts and grants;

Ability to travel statewide; and

Knowledge of and facility with MS Office applications.

***Please attach a cover letter and resume when applying for this position on the Mass Careers website.**

****Questions regarding this posting or the application process should be referred to Maureen O'Brien at mtobrien@doe.mass.edu or 781-338-6107.**

Qualifications

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

Minimum Entrance Requirements:

Please note: The Department of Elementary and Secondary Education (ESE) is in the process of updating the job specifications and minimum entrance requirements for this title. Therefore, the Department will screen resumes based on the following:

applicants must have a Bachelor's degree and at least four years of full-time, or equivalent part-time, professional educational experience in a specific or related content area, educational program/or service;

a Master's degree or higher in a specific or related educational content area may be substituted for two years of the required experience -- 30 semester hours equals one year of experience for substitution purposes.

Education toward a degree in a specific or related educational content area will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License or the equivalent from another state may be required.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Official Title: Educational Specialist (C)

Primary Location United States-Massachusetts-Malden - 75 Pleasant Street

Job Education

Agency Department of Elementary and Secondary Education

Schedule Full-time

Shift Day

Posting Date Sep 20, 2017

Number of Openings 1

Salary 66,994.72 - 98,906.34 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact

Diversity Officer / ADA Coordinator: Sarah Harding - 617-988-6604

Bargaining Unit: 10-SEIU Local 509 - Education

© 2014 Commonwealth of Massachusetts. Mass.Gov® is a registered service mark of the Commonwealth of Massachusetts.