

SENIOR DIRECTOR FOR HIGH SCHOOL EQUIVALENCY (HSE): The Senior Director for High School Equivalency reports directly to the Deputy Director for Strategic Initiatives and has the following responsibilities:

1. Supervision:

- a. **Function:** Coordination of the high school equivalency program throughout the state including alternative methods of credentialing, assessment issues, testing center engagement, reporting, and other initiatives to ensure statewide alignment with transitions to postsecondary education and employment.
- b. **Staff:** Director, Associate Director, and Assistant Director for Cook County HSE Records Office

2. Performance - Regular Assignments:

- a. Coordinate the approval of high school equivalency (HSE) programs throughout the state.
- b. Provide oversight of the Cook County HSE Records Office and personnel.
- c. Liaison with regional office of education staff and testing center staff on issues relative to GED®, HiSET®, and TASC™ vendor exams.
- d. Coordinate the development of Memorandum of Understanding (MOU) with the vendors.
- e. Prepare quarterly and annual reports of activities relative to high school equivalency for the region, state, and local level.
- f. Develop and maintain a matrix of HSE centers throughout the state; Conduct visits to ensure testing centers are abiding by HSE testing process, as needed.
- g. Attend HSE graduation ceremonies.
- h. Attend meetings and report on HSE activities to various groups including regional offices of education, adult education, workforce development, and other groups of statewide significance.
- i. Direct the review process of Alternative Methods of Credentials Program and the High School Diploma Program for Adult Learners.
- j. Coordinate with staff and other programs on issues related to transitioning students who have earned their high school equivalency to postsecondary education/training and employment.
- k. Manage the Lincoln's Challenge HSE Scholarship program.
- l. Coordinate HSE services and testing with border states to ensure access to testing.
- m. Coordinate the development, review, and evaluation of HSE guidelines, procedural manual, and administrative rules.
- n. Oversee activities of the statewide database contractor.
- o. Other duties as assigned by the Deputy Director for Strategic Initiatives and the Deputy

3. Liaison:

- a. Regional Office of Education staff
- b. Illinois Association of Regional Superintendents of Schools
- c. Adult Education and Literacy
- d. Lincoln's Challenge Academy

Minimum Qualifications

1. Bachelor's degree.
2. At least three years in education, training, and/or work experience in instructional programs, instructional support services, assessment and testing, or program evaluation at the community level or other postsecondary institution. *A master's degree in an area consistent with the duties of the position may be substituted for one year of experience.*

Additional Desirable Qualifications:

1. Demonstrated oral and written communication, human relations, and analytical skills.
2. Supervisory experience.
3. Experience with the Illinois public community college system, adult education, and/or high school equivalency programs.