

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

GENERAL EDUCATION DIPLOMA (GED) CHIEF EXAMINER

Required Qualifications:

- Master's Degree
- Florida Educator's Teaching Certificate in any field

Desired Qualifications:

- Knowledge of skills and abilities in the areas of GED Administration and Career Counseling preferred

Performance Responsibilities:

- Select, train, and monitor GED Examiners and GED proctors
- Administer complete battery of GED Tests no fewer than four (4) times each year
- Schedule and publicize testing sessions
- Make information about accommodations available and provide accessible testing with approved accommodations for GED candidates with disabilities
- Attend all examiner meetings sponsored by the jurisdiction
- Cooperate in research and surveys sponsored by the GED Testing Service
- Provide information about the GED Tests to civics group, adult educators, and high school counselors
- Implement GED graduations
- Send clippings of program press coverage to the GED Administrator
- Sign the GED Annual Contract and the Test Security Memorandum, and obtain the signatures of the chief administrative officer and GED Examiner(s)
- Place an accurate order and arrange for prompt payment for all testing materials
- Create and implement a written receiving plan for secure testing materials and train all official GED testing staff members to follow the plan
- Upon receipt from the GED Testing Service, immediately inventory and place into secure storage all secure testing materials within one business day
- Inventory and return all secure GED Testing materials to the GED Testing Service no later than 30 days after the end of the contract year using the packing plan to validate all secure materials
- Develop a written, GED-specific emergency plan and train all official GED testing center staff members to follow the plan
- Verify the identity and eligibility of each GED candidate
- Maintain testing surveillance logs, seating charts, and other documentation as required
- Prepare a written inventory of all secure testing materials used during each test administration and maintain the inventory documentation in the permanent secure storage area

- Conduct testing sessions in accordance with GEDTS policies and procedures as set forth in the GED Testing Service Policies and Procedures Manual and in any supplemental memorandums for the GED Testing Service
- Control testing sessions by following all GED Testing Service policies and procedures for conducting a testing session under standard conditions or, when appropriate, with accommodations for candidates with disabilities
- Adhere to GEDTS policies regarding preparing and submitting GED testing materials for scoring
- Report test results for GED candidates in a timely, confidential manner
- Inform the GED Administrator of all disruptions or suspicious events that take place during any testing session promptly and in writing, by using a Report of Testing Irregularity form
- Conduct investigations into test compromises and testing irregularities
- Perform other duties as assigned by the Supervisor of Adult/Community Education and Volunteer Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Supervisor of Adult/Community Education and Volunteer Programs and/or designee

Evaluation:

Annual evaluation done by the Supervisor of Adult/Community Education and Volunteer Programs and/or designee

Terms of Employment:

Part-time, hourly

Salary:

Salary based upon approved salary schedule – Additional Duty/Adult Education

Job Code:

54090

Board Approved: 05/18/10

Revised: 05/17/11