

VACANCY

THE FOLLOWING VACANCY EXISTS IN THE NEWPORT SCHOOL DISTRICT:

TITLE: GED CHIEF EXAMINER
ADULT LEARNING CENTER

LOCATION: ACES – 30 W. 8TH STREET, NEWPORT, KY

QUALIFICATIONS: BACHELOR’S DEGREE & 3 YEARS EXPERIENCE;

JOB DUTIES: SEE ATTACHED JOB DESCRIPTION

REPORTS TO: NICHOLE KENT-COTTONGIM, PROGRAM
COORDINATOR

TERMS OF EMPLOYMENT: REMAINING 11/12 SY

SALARY: \$25/HOUR

EVALUATION: PERFORMANCE SHALL BE EVALUATED IN ACCORDANCE
WITH THE MASTER AGREEMENT, BOARD POLICY AND
AND LAW

INTERESTED PARTIES SHALL CONTACT PAM RYE, SUPERINTENDENT, IN WRITING, AT 301 E. 8TH
STREET, NEWPORT, KY 41071

2/2/12

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GED® Chief Examiner Job Description:

GED Examiners are responsible for following the guidelines in the American Council on Education, GED Testing Service (GEDTS) Examiner's Manual and the Kentucky GED Manual. The Chief Examiner will be in charge of testing, maintaining, inventory of materials and equipment, marketing the GED program, and publicizing testing sessions and development and updating of GED testing records.

Minimum Qualifications:

The requirements for a GED® Chief Examiner are a bachelor's degree and experience in teaching, training, counseling, or testing.

Chief Examiner Job responsibilities:

- Receive new tests and return old tests to GED as required by the state.
- Inventory tests received each year against packing slip to ensure everything arrived, and store tests in a secure place at the main campus.
- Responsible for delivering sensitive/secure testing materials to appropriate location and able to lift and carry testing materials.
- Send back used test books after the final December date, as required by the state.
- Travel to testing sites on scheduled dates.
- Follow Testing Procedures as prescribed in the state GED Testing Service manual for Chief Examiners. (this includes room set up, test security, signing students in, checking ID's, seating students, passing out booklets and answer documents, breaks for students, timing, dismissal, etc.)
- Monitor the testing sessions as per the Testing Procedures manual. Ensure test security while candidates are on break – never allow the test materials to be alone in the testing facility without proper observation. This calls for limited breaks for the examiner on testing days.
- Turn in payroll and purchase requests in a timely manner.
- Attend required trainings for Chief Examiners, as required by state GED program administrators and GED Examiners' Conference annually.
- Complete yearly forms/contracts required for the state GED program administrators.
- Maintains confidential information according to established guidelines.
- Other job duties as necessary for program success and completion.