

## MCDOWELL COUNTY SCHOOLS

### Job Description

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**POSITION:** WV General Educational Development (GED) Examiner

**REPORTS TO:** Adult and Student Services Director

**CLASSIFICATION:** Professional

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**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** Contracted as needed for test sessions

**COMPENSATION:** \$200 per test session (8 hours)

**JOB SUMMARY:** GED Examiners are responsible for following the guidelines in the American Council on Education, GED Testing Service (GEDTS) Examiner's Manual and the West Virginia GED Manual.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Arrives at the testing site at the designated time and stay until all tests are collected.
- Verifies the identity of testing candidates and conducts testing according to General Educational Development Testing Service (GEDTS) policies.
- Maintains test session time limits and reviews all test logs, seating charts, testing session reports, testing irregularity reports, and other documentation.
- Provides testing for GED candidates with disabilities and maintains an Accommodations Tally Sheet.
- Makes sure all GED candidates have passed the Official GED Practice Tests (OPT) prior to testing by reviewing the West Virginia GED Form for ABE instructor's initials and signature.
- Informs the Chief GED Examiner and/or State GED Administrator of any unusual events during testing.
- Informs the Chief GED Examiner and/or State GED Administrator and GEDTS of any testing irregularities.
- Scans essays and GED exams in a secure manner to Oklahoma Scoring within forty-eight business hours of testing.
- Maintains the security of testing materials and scrap paper. A compromise may result in the closing of all testing sites within a one hundred mile (100)

**Adopted** September 2010

**Reviewed** November 2011

**Reviewed** February 2012

radius, and the local board may have to absorb testing fees for the testing sites affected.

- When testing, inventories and checks the condition of all restricted testing materials at the beginning and end of each testing session and at least monthly, when requested by the Chief GED Examiner, even when the tests are not in use.
- Maintains confidential information according to established guidelines.

**ORGANIZATIONAL RELATIONSHIPS:**

- Directly responsible to the Adult and Student Services Director and
- Ultimate responsibility to the Superintendent of Schools.

**SUPERVISORY RESPONSIBILITIES:**

Supervises students in a non-instructional setting.

**EDUCATION:** Minimum of a Bachelor's degree

**QUALIFICATION REQUIREMENTS:** GED Examiner must have a signed L-10 Testing Center Staff Appointment on file with the state GED office.

**CERTIFICATION REQUIREMENTS:** Valid professional teaching certificate or eligible for an adult license for Adult Basic Education

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