COBB COUNTY
SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: GED Examiner, Adult Education	**JOB CODE:** ADE3
DIVISION: Accountability and Research	**SALARY SCHEDULE**: N/A
DEPARTMENT: Alternative Education	**WORK DAYS:** As Needed
REPORTS TO: Director, Adult Education	**PAY GRADE:** N/A
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Performs general duties in support of the GED testing program for Adult Education.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: None
3.	Experience: 3 years of experience in teaching, training, counseling, or testing
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Must attend 2 day training session upon employment; must be willing to work flexible schedule, including evenings and weekends
6.	Knowledge, Skills, & Abilities: Written and oral communication, record keeping, data collection, computer skills, bilingual (Spanish) preferred

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Ensures all candidates are admitted in accordance with secure check in procedures per GED Testing Service.
3.	Provides continuous monitoring of candidates throughout exam session.
4.	Provides instructional resource and post-secondary information to candidates.
5.	Complies with all certification requirements by annually completing recertification exam.
6.	Maintains knowledge of current trends and developments in the field by attending professional development training and by reading professional literature as required.
7.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____