



EMPLOYEE NAME: \_\_\_\_\_

Revised: 11/94; 2/97; 3/01; 3/07; 1/08; 10/12; 11/15; 6/18; 1/26

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Adult Education, HSE Examiner	<b>JOB CODE:</b> ADE3
<b>DIVISION:</b> Accountability and Research	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Alternative Education	<b>WORKDAYS:</b> As Needed
<b>REPORTS TO:</b> Director, Adult Education	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs general duties in support of the HSE testing program for Adult Education.	
<b>REVISION DATE(S):</b> 1/26	

### REQUIREMENTS:

1. Educational Level: Bachelor's degree, preferred
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 a 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 HSE 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 \_\_\_\_\_