

**Position Type:**

GED Assessment Coordinator

**Position Employment period:**

August-May

**Location:**

Throughout the region (Caroline, King George, Stafford, Spotsylvania and Fredericksburg City)

**Job Summary:** To provide oversight and management for Pearson Vue GED testing site including test set up, registrations, test training, testing sessions, and other testing compliance procedures.

**Essential Functions:**

- Organizes and provides information on GED testing sessions
- Monitors testing sessions and oversight of testing proctors;
- Registers testers for testing appointments and sign in procedures;
- Works collaboratively with GED Specialist to provide testing sessions for program students;
- Models professional, moral, and ethical standards as well as personal integrity in all testing interactions;
- Must study and pass the proctors training and monitor other proctors trainings;
- Performs related duties as assigned by the RARAE in accordance with the program's policies and practices.

**Knowledge/Skills/Abilities:**

- Candidate must be a graduate of an accredited college or university, with a minimum of a Bachelor's degree.
- Applicant must have teaching experience and must have an acceptable rating for such teaching

Salary: This is a part-time position with an hourly rate (\$30 hour) for Spotsylvania County Schools, as the fiscal agent.

How to Apply: All applicants, excluding those currently employed with Spotsylvania County Public Schools, will need to complete an online application.