VRABE

REGIONAL ADULT BASED EDUCATION

JOB DESCRIPTION

Position: GED Testing Proctor (VRABE) – Part-Time

Reports to: GED Testing Manager

Employment Status: Part-Time

Position Overview

VRABE is seeking dependable, detail-oriented individuals to join our GED Testing Proctor team. GED Testing Proctors assist in administering GED examinations in a professional, secure, and welcoming testing environment.

Schedule

- Testing is held at Rockville High School, located at 70 Loveland Hill Road, Vernon, CT.
- Wednesdays and occasional Mondays.
- 3:30 PM – 8:00 PM.
- Approximately 2–4 evenings per month.
- Part-time, as-needed position.

Responsibilities

- Administer GED examinations in accordance with established testing guidelines and procedures.
- Understand and adhere to standardized testing protocols.
- Prepare the testing room, computers, and equipment prior to each testing session.
- Verify candidate identification and check-in information.
- Communicate testing instructions and expectations to candidates.
- Monitor candidates throughout the testing session to ensure a secure and distraction-free testing environment.
- Assist candidates with the testing process in accordance with established testing protocols.
- Ensure the security of testing materials and candidate information.
- Identify, document, and report testing irregularities, security concerns, and technical issues to the GED Testing Manager.
- Assist with basic technical troubleshooting and follow established procedures for resolving testing interruptions.
- Maintain confidentiality and comply with all GED and Pearson VUE testing policies.
- Complete required testing documentation and maintain accurate records.
- Communicate effectively with the GED Testing Manager and fellow testing staff.
- Participate in required training, certification renewals, and professional learning activities.
- Perform other related duties as assigned.

Qualifications

- Bachelor’s degree or higher required.
- Dependability and punctuality.
- Strong attention to detail.

- Effective communication and organizational skills.
- Proficiency with computers and basic technology.
- Ability to work comfortably with adult learners from diverse backgrounds.
- Ability to follow standardized testing procedures and maintain confidentiality.
- Ability to remain calm and professional when addressing unexpected situations.
- Ability to obtain and maintain Pearson VUE Test Administrator certification. VRABE provides required training upon hire.
- Ability to work independently and collaboratively as part of a team.
- Ability to foster and support team learning and new initiatives.

Working Conditions

- Regular interaction with testing candidates.
- Repetitive hand motions (e.g., keyboarding, typing, calculator use, and writing).
- Regular requirements to sit, stand, walk, read, hear, see, speak, reach, stretch, crouch, kneel, climb, and stoop.
- Frequent interruptions by staff, students, visitors, and telephone calls.
- Occasional requirement to lift, carry, push, or pull supplies or equipment weighing up to 20 pounds.

Equipment Operated

- Computer/laptop, printer, scanner, copier, and digital camera.

Other Requirements

- **Continuing Education/Training:** Participation in required professional learning and training.
- **Clearances:** Fingerprinting and background screening.