

# Anoka Hennepin Independent School District #11 Position Standard

## Adult Basic Education Test Proctor

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ABE Test Proctor coordinates GED Testing at Pearson VUE testing sites.

### **Essential Functions:**

- Understand, implement, and monitor all GED Testing activities and procedures at three Pearson VUE testing sites.
- Maintain facility and environment requirements of Pearson VUE at the testing sites.
- Schedule, promote, publicize, and interpret GED Testing services.
- Manage and maintain testing recordkeeping.
- Provide testing data and reports as requested.
- Work collaboratively with community partners at the testing locations.
- Problem solve challenges in maintaining requirements, including trouble shooting technical difficulties.
- Other duties as assigned by direct supervisor at all three locations (Blaine Learning Lab at Anoka County Human Services Center, Huber Program at Anoka County Workhouse, and Anoka Technical College).
- Additional project work as assigned.

### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Strong communication and organizational skills.
- Demonstrated experience working with diverse populations.
- Ability to be flexible and function well in a busy environment.
- Ability to work collaboratively in a team setting with a variety of people.
- Ability to work with minimal supervision.
- Strong computer skills and experience working with data and using technology.
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

### **Preferred Qualifications:**

- Education or testing experience preferred.
- Proficient with Microsoft Office, Word, Excel, databases, Internet, and email preferred.

### **Physical Factors:**

Frequent: standing, walking, sitting, twisting/pivot, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, and visual accommodation.

Occasional: lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling, reaching and exposure to weather when travel between district sites is required.