

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA OPS CAREER & TECHNICAL EDUCATION PROCTOR JOB DESCRIPTION

FLSA: Non-Exempt

PAY GRADE:

Hourly

SALARY SCHEDULE:

Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED
- (2) Experience proctoring exams, preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Part-time, flexible hours position proctoring computer-based industry certification examinations in Career and Technical Education middle and high school classrooms. Candidate will be trained on on legal requirements and protocols. Must be comfortable with technology.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To proctor computer-based industry certification examinations

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) To proctor computer-based industry certification examinations in Career and Technical Education middle and high school classrooms.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.