

TASC EXAMINER (TEST ASSESSING SECONDARY COMPLETION) JOB DESCRIPTION

Qualifications:

1. Holds a valid West Virginia teaching certificate as set forth by the West Virginia State Board of Education in Minimum Standards for Licensure of West Virginia School Personnel or holds an Adult Permit endorsed for teaching Adult Basic Education.
2. Possess a working knowledge of computer-based testing with regard to implementation of TASC.
3. May not be involved in instruction of Adult Basic Education classes, TASC preparation classes or other adult secondary education programs.

Immediate Supervisor: Director of Secondary Education

Duties and Responsibilities:

1. Work in cooperation with the Director of Secondary Education.
2. Will attend all state-sponsored training required for TASC examiners.
3. Responsible for conducting the TASC testing program within the regulations of the West Virginia Department of Education TASC Office.
4. Responsible for the development and updating of TASC testing records.
5. Administer the TASC exam on a schedule arranged with the Office of Secondary Education.
6. Cooperate with the Office of Secondary Education to order all TASC testing supplies.
7. Perform all other job related tasks as assigned by the Director of Secondary Education.

Terms of Employment:

1. As specified in the Assignment Contract of Part-Time Teacher of Adult/Community Education.

Jackson County Board of Education
February 6, 2014

