



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: ACT Test Administrator

Qualifications:

- WV Professional Teaching Certificate
- Regular Grant County Employees Preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Reports to: Coordinator of County Testing

Duties/Responsibilities:

- Administer the ACT to students, as needed;
- Adhere to testing procedures and protocol;
- Monitor/supervise students appropriately;
- Work cooperatively and collaboratively with appropriate staff;
- Complete applications for students with disabilities, as needed;
- Coordinate with parents/students about testing times and dates;
- Communicate with WVDRS for testing fees;
- Consult with parents/students regarding testing fees ;
- Access IEP files to complete pertinent documentation for application;
- Utilize technology to assist students;
- Keep appropriate records related to test administration;
- Perform other duties and responsibilities as assigned.