

## **Proctor - Dual Credit Enrollment**

Point University is a private institution that educates our students within a Christian worldview so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

## **Responsibilities**

- Monitoring students while in the classroom
- Making sure that all students are present and accounted for as the attendance is taken by the instructor
- Ensuring that all students who are in the classroom do not leave without letting the proctor or the instructor know
- Ensuring that the students who leave are returning
- Ensuring that students are not leaving the classroom without permission
- Ensure that the students remain in the classroom until the class is over and the high school bell has rung
- Making sure that students are not disruptive while the instructor is lecturing
- Pass out assignments and other handouts as needed
- Handing out and collecting test if needed

## **Minimum Qualifications:**

- H.S. Diploma