

Position: Valparaiso High School Standardized Testing Coordinator

Location: VHS

Reports to: Head of Guidance at VHS, and Building Administration

Salary and Contracted Days: Teacher salary scale, 186 days

Testing Coordinator at Valparaiso High School will oversee and coordinate all aspects of standardized tests: PSAT, SAT (April during School day), ISTEP, ECA, Accuplacer. The test coordinator will: order tests, reserve testing rooms, work with dept. chairs to coordinate test-proctors, distribute testing info/dates to students & parents, organize all testing materials, coordinate returning the testing materials, administer the tests (as needed).

This individual must possess the following skills:

- Attention to Detail, Organization
- Technology/Computer Skills: all Microsoft programs including Word, Excel and PowerPoint.
- Ability to multi-task
- Ability to communicate with students, teachers and parents
- Knowledge of Skyward - student info system

Tests Administered at VHS:

PSAT: 2nd Wednesday in October; Grades 9, 10 and 11 in Homerooms
(approx. 62 testing locations/proctors + extended time locations)

Preparation/teacher training begins in Sept.

Distribution Coordination in English Classes/Parent Meeting - December

ECA Retesters: December testing dates – preparation in Oct – November

SAT – Mid-April – all juniors - *preparation/teacher training begins in March*

Accuplacer: actual testing - Late February/early March

Prior to testing, determine students grades 11 and 12 who need to take the test based on PSAT scores

ISTEP: Actual testing - Part 1 – Early March

Actual testing - Part 2 – Late April to Mid-May

Preparation begins in December/January