



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Testing Coordinator

Job Summary: The Testing and Science Materials Coordinator will be responsible for the overall facilitation of standardized tests as well as the annual support for the Science and Tech Engineering department.

Performance Responsibilities:

Testing includes but may not be limited to MCAS/EPPs, AP, PISA (biennial), SSD (School Based testing for the SAT/ACT) and SAT/PSAT/Pre-ACT.

Testing Responsibilities:

- Oversight and training of proctors including working with the Department Head to, post, select, assign and oversee proctors for testing days and hours.
- Work with the High School teaching staff, as appropriate, to ensure alignment with 504 and IEP requirements for all students.
- Verify and track training for all involved staff.
- Follow the guidelines and requirements set by the state and testing boards.
- Organize the physical plant and paperwork as required for the testing.
- Flexible scheduling may be required including after school and Saturdays on occasion.
- **MCAS:** Tracking student status, ordering and processing of materials, oversight of proctor/teacher training, assisting with test day organization, implementing accommodations for qualified students.
- **AP:** Tracking student registration, ordering and processing of materials, oversight of proctor/teacher training, assisting with test day organization and administration, implementing accommodations for qualified students.
- **PISA:** Tracking student registration, ordering and processing of materials, oversight of proctor/teacher training, assisting with test day organization and administration, implementing accommodations for qualified students.
- **SSD:** Facilitating the application process for requests for accommodations, organizing and facilitating test day administration, managing proctors and room assignments, ordering and processing test materials.

- **SAT** Saturday administration in August and March only. School day in mid-October.
- **SAT/PSAT/Pre-ACT** school day in Mid-October.
- Assist with other standardized tests that are administered annually (SBIRT, MetroWest Youth Survey).

Science Department Support Responsibilities:

- Assist with the management of purchasing, receipt of materials, distribution of materials, reconciliation of records, etc. for the High School science and tech engineering departments.
- Maintain inventory/supplies, facilitate and manage purchases for the department.
- Maintain appropriate records of departmental transactions.
- Respond to inquiries by K-12 educators and administrators as necessary.

Qualifications:

- Bachelor's Degree preferred with at least three years of experience in an educational setting.
- Must be highly organized and have a commitment to confidentiality and student success.
- Outstanding interpersonal skills are required as this position requires a high level of student and staff interactions.
- Must have excellent communication and interpersonal skills and possess a high level of capability with technology.
- Must be available to work outside of the school day and on an occasional Saturday.
- Must be able to assist in the protection of students and school property, assist the principal in fire and other emergency drills as required by law and School Committee policy.

Evaluated by: Department Head of Counseling (9-12)

Work Year: As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

Salary/Benefits: As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Non-Discrimination Statement:

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

SC Approval Date: