



BENJAMIN FRANKLIN HIGH SCHOOL

AT THE KATHERINE JOHNSON CAMPUS

Job Title	Testing Coordinator	Classified	12 months
Department	Administrative Support Staff		
Supervisory Reporting	Principal		
Works closely with	Administrative Team, IT Team, Leadership Team, Faculty, Staff, & Students		

Professional Expectations

- Professional development - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day and completing tasks promptly.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; foster an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond promptly to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision-making/problem-solving - make sound and timely decisions by analyzing facts; reach logical conclusions by the use of foresight and planning; independent, but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities.

Job Specific Expectations

Job Summary: The Full-Time Testing Coordinator oversees all aspects of testing services, including accommodations, logistics, and data reporting, to support student success and compliance. This role will manage school-wide testing processes, provide staff training, and develop procedures to provide accommodations for students with documented eligibility for testing accommodations. The position includes responsibility for coordinating admissions testing for consistent school-wide testing processes.

Job Specific Expectations

Test Content and Data Analysis:

- Analyze testing data from standardized assessments to identify trends and communicate regarding instructional decisions.
- Collaborate with faculty to develop test preparation resources and intervention strategies based on data insights.
- Monitor and refine test administration processes to improve efficiency and accuracy.
- Provide professional development opportunities for teachers to use test data to enhance student performance.

Standardized Testing Coordination (PSAT, ACT, LEAP, AP, Admissions Testing):

- Organize logistics, including scheduling, staffing, room assignments, digital imports and materials, for standardized tests.
- Administer required training sessions for proctors before testing dates.
- Disseminate testing data and results as needed.
- Develop and oversee instructional support programs for test readiness.
- Ensure seamless integration of admissions testing within broader testing responsibilities.
- Analyze standardized test content and results to improve instructional strategies.

Testing Center Coordination:

- Manage a centralized testing location for students eligible for small-group testing accommodations.
- Oversee the documentation process for small group and extended-time testing.
- Coordinate the test deferment process as needed.

Testing Accommodations:

- Proctor small group testing for classroom assessments throughout the school year.
- Develop and implement a process for providing extended-time accommodations for classroom assessments.
- Handle logistics for small group and extended-time testing during final exams and standardized tests.

Final Exams Coordination:

- Manage logistics for proctoring final exams, ensuring that all eligible students receive necessary accommodations.
- Schedule and oversee makeup testing dates and locations after the standard testing window.

Collaboration & Additional Responsibilities:

- Work closely with the Academics, Accountability, Admissions, Data, IT and Student Support departments to facilitate meaningful test programming
- Maintain compliance with state, national, and College Board testing policies and accommodations requirements.
- Support the development of instructional resources.
- Occasional evening or weekend work may be required for testing events.

Qualifications

- Bachelor's degree (required); advanced degree in education or related field (preferred).
- Experience coordinating testing processes and accommodations.
- Familiarity with standardized testing (LEAP, ACT, PSAT, AP).
- Strong proficiency within the Google Suite.
- Capacity to navigate data uploads to standardized testing sites (LEAP, ACT, PSAT, AP)
- Strong organizational, communication, and leadership skills.
- Ability to work collaboratively with diverse stakeholders.
- Ability to problem solve within the description of the role.

Physical Requirements of the Position (list any that occur on a regular basis) Accommodations will be provided
Required to exert physical effort in handling objects more than 35lbs. rarely.
Required to use motor coordination with finger dexterity (such as keyboarding, writing on boards, etc.) most of the day.
Required to be exposed to a physical environment which could involve dirt, odors, noise, weather extremes or similar elements rarely.
Required to work in standard classroom conditions.
Required to sit, stand, bend, crouch, stoop, reach, grab, pull, hear, and speak on a daily basis.
Normal setting for a job is an office/school setting.