Title: Testing Coordinator (Full time)  
Reports to: Principal

Company Overview
New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice.

Position Summary
The Testing Coordinator at New Beginnings High School prepares the customer for their future through research, assessment, instruction, and support. Strong focus on student achievement, personal growth, and guidance in goal setting equips the customer for post-secondary education or career success.

Language Skills
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Mathematical Skills
- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Reasoning Ability
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables

General Responsibilities
- Supports principal in the administration of all assessments, including but not limited to, State and District assessments
- Serves as liaison between school and district testing department

Key Responsibilities
- Support NBHS by attending community service and outreach activities throughout the year
- Attends all Test Coordinator District meetings.
- Develops and implements all testing schedules at the building level for multiple locations (Lakeland/ Winter Haven/ Ft. Meade), pursuant to state and district requirements, including FSA, Florida Standards EOCs, FSAA, ACCESS for ELLs 2.0, ACT/SAT school day
- Works with District Technology Department to facilitate necessary support and protocols for Computer Based Testing (CBT).
- Maintains high level of security for all testing documents, both state and district.
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- Trains school based test administrator and proctors for all assessments at New Beginnings High School (Lakeland/ Winter Haven/ Ft. Meade).
- Follows state and district requirements related to testing.
- Completes all required documentation for state and district testing.
- Communicates with District curriculum coordinators regarding district semester and final exams when necessary.
- Establish a positive, respectful, welcoming, and inclusive environment
- Manage customer behavior through a positive behavior system that incorporates customer recognition and positive customer feedback.
- Facilitate committee meetings for committees assigned to, and report committee activities to supervisor
- Prepare for and participate in FTE reviews and other state sponsored audits, as requested
- Support recruitment, marketing, building community relationships, and retention by visiting the physical communities where our customers reside
- Participate in school meetings to gain an understanding of school programs and services
- Performs other duties as assigned.

Minimum Qualifications
Requirements
- Bachelor’s Degree in Education or related field, Master’s Degree preferred
- Professional Educator's Florida Teaching Certification
- Minimum of 2 years’ secondary classroom experience
- Thorough knowledge of career education curriculum and programs
- Thorough knowledge of college entry requirements and resources available to customers
- Bilingual/ biliterate preferred
- Unwavering belief that all customers can learn and achieve success in school
- Extreme flexibility to accommodate multiple priorities and a strong work ethic to accommodate a high level of responsibility
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, reliable transportation, valid automobile insurance

Key Competencies
- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies.
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
- Demonstrate critical thinking skills
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- Demonstrate problem solving skills

Working Conditions

Environment
Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day.

Physical Requirements
Generally, the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

The Testing Coordinator must demonstrate commitment to the mission and vision of New Beginnings High School by providing world-class academic support to the educators at NBHS as well as provide support to NBHS staff in insuring a safe environment for all customers. The Director of Academic Affairs will work collaboratively with the Principal, administration, and faculty in all their objectives through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print)__________________________
Employee Signature ______________________________
Date ___________________

Principal (print)________________________________
Principal Signature _________________________________
Date ____________________

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