

# NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

**Title:** Test Administrator - Long Term Substitute

**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. New Beginnings High Schools offer both virtual and brick and mortar options for students.

## Position Summary

The Test Administrator - Long Term Substitute at New Beginnings High School contributes to the mission and vision by ensuring customers get to and from school in a safe and timely manner. Attendance is necessary for customers to reach their goals.

## Key Responsibilities

- Support all aspects of the classroom (Direct Instruction methods combined with computer-mediated activities).
- Support a learning environment conducive to customer achievement and development through setting and maintaining high academic expectations and a high standard of rigor.
- Assist with lessons aligned to Common Core Standards and present instructional content in an effective and engaging manner by implementing various techniques to target a range of learning modalities.
- Support lessons through the use of varied and purposeful questioning designed to further customers' understanding and encourage diverse modes of thought, including analytical, practical, and critical thinking.
- Maintain a positive, respectful, welcoming, and inclusive classroom environment.
- Manage customer behavior through a positive behavior system that incorporates customer recognition and positive customer feedback.
- Collaborate with support staff for customers with individual differences and implement differentiated instruction to meet customer needs.
- Administer subject specific assessments for the purpose of assessing customer competency levels and/or developing individual learning plans.
- Perform as test proctor for local, state and national testing.
- Have full understanding of the Test Administrator Guide, Test Administrator prohibited activities agreement.
- Understanding the scripts and instructions prior to test administrations.
- Prepare for and participates in FTE reviews and other state sponsored audits, as requested.
- Retrieve students needed for testing or attendance.

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- Support recruitment, marketing, building community relationships, and retention by visiting the physical communities where our customers reside.
- Participate in school meetings to gain and understanding of school programs and services.
- Support NBHS by attending community service and outreach activities throughout the year.
- Provide excellent customer service to internal and external customers.
- Make home visits as needed.
- Assist with sanitizing all campus common areas, and cleaning restrooms.
- Reinforce social distancing by all customers, NBHS staff, and visitors.
- Ensure that all visitors are following CDC and NBHS guidelines of wearing a facial covering.
- Supports all NBHS staff and customers in both face to face and virtual settings.
- Perform other duties as assigned.

### Minimum Qualifications

#### Requirements

- A minimum of 30 college credits (60 hours preferred)
- Minimum of 1 years secondary classroom experience preferred.
- Experience in Direct Instruction learning at the middle/ high school level preferred.
- Exceptional classroom management.
- Unwavering belief that all customers can learn and achieve success in school.
- Demonstrated success in leading customers to significant academic growth and maintaining a positive learning environment.
- Extreme flexibility to accommodate multiple priorities and a strong work ethic to accommodate a high level of responsibility.
- Excellent written and verbal communication skills.
- Desire to complete home visits as needed.
- Background check and fingerprinting clearance.
- Desire for ongoing professional development.
- Willing to work flexible hours.
- 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

The Test Administrator - Long Term Substitute must demonstrate commitment to the mission and vision of New Beginnings High School in the transportation of students 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

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## Key Competencies

- Adapt to changing work priorities.
- Maintain confidentiality.
- Exhibit professionalism, tact and patience.
- Perform duties accurately and efficiently.
- Exhibit strong organizational skills and orderliness in work and environment.
- 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

## Working Conditions

### Environment

Requires working indoors and outdoors. Requires sitting, standing, walking, bending, stooping, and climbing. This is a 12 month non exempt position that may require travel.

### Physical Requirements

Generally the job requires 40% sitting, 20% walking and 40% standing. Driving a school bus, sitting, standing, walking, stooping and climbing. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

### Health and Safety

Personal Protective Equipment (face masks, face shields, gloves, etc.) will be required for all New Beginnings High School staff to reduce the risk of transmission of any virus such as COVID-19 and better ensure the health, safety, and well-being of all students, staff, and faculty.

*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.*

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*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 \_\_\_\_\_

Direct Supervisor / Principal (print) \_\_\_\_\_

Direct Supervisor / Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

