

# NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

**Title:** Testing Coordinator

**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 Testing Coordinator 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**

### **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**

- 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

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- 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.
- 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
- 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**

- Bachelor Degree, Master's Degree preferred
- Florida Teaching Certification
- Minimum of 2 years secondary classroom experience
- Knowledge of basic documentation procedures to complete reports
- Background check and fingerprinting clearance
- Valid Florida driver's license, reliable transportation, and valid automobile insurance

### **Key Competencies**

- Adapt to changing work priorities
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Set high expectations, contributing positively to NBHS culture

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The Testing Coordinator 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

**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.*

*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 \_\_\_\_\_

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Date \_\_\_\_\_

