

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** TESTING COORDINATOR, HIGH SCHOOL, PUDONG CAMPUS (PART TIME)  
**SCALE:** EXPAT TA  
**CONTRACT DAYS:** up to 191

### POSITION SUMMARY

Teachers within Shanghai American School are recognized, along with students, as the schools most valuable resource. Faculty members are recruited and offered employment based upon prior exemplary teaching performance. Teachers must be fully credentialed / certified for their respective assignments and must maintain both teaching excellence and credentials throughout employment.

**SUPERVISED, EVALUATED BY & REPORTS TO:** Building Principal

### JOB REQUIREMENTS

- Minimum Bachelor degree or above
- Minimum five (5) years teaching experience.
- Demonstrated knowledge and abilities:
  - Planning, organization and direction of standardized testing.
  - Organization, function and activities of the school.
  - Budget preparation and control.
  - Oral and written communication skills.
  - Principles and practices of administration, supervision and training.
  - Knowledge of applicable high school regulations, policies, rules, and procedures as outlined in the Student Handbook.
  - Strong interpersonal skills emphasizing tact, patience and courtesy.

### PERFORMANCE RESPONSIBILITIES:

- Provide a coherent and unified approach to the coordination of SAS's non-IB/non-MAP external standardized test management and administration:
  - College Board – AP
  - College Board – SAT
  - College Board – PSAT (and PSAT 8/9)
  - ACT – ACT
  - ACT – Pre-ACT
- Serves as AP Coordinator, SAT and PSAT Coordinator, ACT and Pre-ACT Coordinator.
- Maintains professional currency on College Board and ACT testing practices.
- Orders tests as appropriate, supervises storage, administration, and return of testing materials.
- Maintains campus status as College Board/ACT test center.
- Coordinates student test registrations.
- Schedules and coordinates testing administrations, including appropriate pre-administration sessions.
- Coordinates with Learning Support special testing administrations for students receiving testing accommodations.
- Recruits, trains, and supervises proctors.
- Works with SAS Facilities, Purchasing, Finance and other relevant departments to ensure appropriate testing conditions.
- Checks in students and maintains test security for test administrations.
- Investigates and reports testing irregularities and disruptions as necessary.
- Coordinates score reporting to students and parents, and shares data with faculty as appropriate.

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- In coordination with SAS Finance office, oversees SAS payment of proctors, as well as relevant College Board/ACT honoraria.
- Other duties as assigned.

## **SAS BELIEVES:**

- That each employee makes a significant contribution to our success,
- That contributions should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.