

POSITION:

SAT and AP Testing Coordinator

REPORTS TO:

Principal or designee

NATURE AND SCOPE OF JOB:

To plan and coordinate two days of SAT testing and two weeks of AP testing during the 2024-25 school year.

QUALIFICATIONS:

For SAT (from College Board):

- Individuals should have experience administering standardized tests.
- Staff should not be engaged in providing private PSAT-related assessment or SAT preparation conducted outside the auspices of their school or district for compensation.
- Staff should also reflect the diversity of the students being tested and act in a fair, courteous, nondiscriminatory, and professional manner. They should possess the same level of integrity and maturity expected of a member of the school staff.
- All testing staff must review and agree to the conditions for participating in the digital SAT Suite and complete training.
- Testing staff will need a College Board professional account in order to use Test Day Toolkit. If you don't already have an account, follow the instructions for setting one up.

For AP (from College Board):

- The AP coordinator may be a full- or part-time counselor, faculty member, or other school staff member who is not teaching an AP course.
- To avoid any perceived conflict of interest, AP teachers cannot serve as AP coordinators. AP coordinators also cannot proctor an AP Exam in a subject area they currently teach or have taught.
- An AP coordinator cannot be involved in the handling of any exam materials that an immediate family or household member may take.
- An AP coordinator cannot be employed part time or full time at a test preparation company, or participate in any coaching activity that addresses the content of secure College Board tests.
- Learn more about the administration of AP Exams, and resources available for AP coordinators, by visiting AP Coordinators.

JOB FUNCTIONS AND RESPONSIBILITIES:

- Complete necessary training for exam coordination
- Organize registration of AP exams
- Monitor registration of SAT exams

- Manage ordering of AP materials
- Manage hiring of proctors for AP exams
- Manage hiring of proctors and hall monitors for SAT exam
- Oversee all aspects of AP exam testing, May 5-9 and May 12-16, 2025
- Oversee all aspects of SAT testing, Dec, 6, 2024 and June 6, 2025
- Oversee makeup AP testing

SAT TESTING (from College Board):

- The test coordinator is expected to be at the school to supervise all activities related to the test administration. Responsibilities include:
 - With the Services for Students with Disabilities coordinator, validate that the Test Day Toolkit roster for the school is accurate and includes all students testing at the school.
 - Recruit and train staff as necessary.
 - Plan efficient use of facilities.
 - Administer digital readiness check with school staff and students.
 - Consider retest/reschedule options with principal and let proctors know if a retest can be supported. This will help proctors complete the correct irregularity form if they need to submit an irregularity.
 - Use Test Day Toolkit to assign staff to rooms and print sign-in tickets for students.
 - Supervise all activities of the test administration.

AP TESTING (from College Board):

- The AP coordinator is responsible for organizing and administering the AP program at the school. The coordinator manages:
 - the registration and ordering process;
 - the receipt, storage, distribution, administration, security, and return of AP Exam materials;
 - and the collection of fees and submission of final payment to the AP Program (this has involved working in collaboration w/counseling support staff, but also could potentially include a shift to online payments).