



EASTSIDE CATHOLIC

SPECIAL EDUCATION PARAPROFESSIONAL TESTING CENTER COORDINATOR

Eastside Catholic School is an educational community of faith, guided by Catholic tradition and teachings, where students in grades six through 12 learn to integrate their thinking and believing in ways that encourage intellectual excellence, nurture relationships, and inspire a life of leadership and service to others. Founded by parents in 1980, the school is governed by an elected board of trustees. It is the only seven-year, co-educational Catholic school on the Eastside, and offers a comprehensive college preparatory curriculum. Eastside Catholic School enrolls 850 students, employs 130 faculty and staff members, and has an alumni base of over 4,600.

POSITION

Eastside Catholic is seeking a testing coordinator to work in our Learning Support Services Department with students diagnosed with learning disabilities and access to testing accommodations. The Testing Coordinator is a full-time position reporting to the Executive Director of the Options Program and Learning Support Services.

RESPONSIBILITIES

- Oversee all day-to-day operations of the Testing Center
- Work with the supervisor to develop and update services, policies and procedures in response to changing demands
- Schedule and publicize services, communicate program policies and procedures to staff, faculty and community and maintain the integrity of the testing environment
- Maintain accurate records for students
- Work as a member of the Special Education Support Team
- Serve as the designated College Board SSD Coordinator/ACT Accommodations Testing Coordinator; follow SAT and ACT regulations/policies and ensure compliance with regulations and test security
- Maintain testing center statistics on type, quantity and number of students tested; prepare monthly and annual reports and make recommendations to the supervisor concerning staffing and programming implications
- Perform all other related duties as assigned

REQUIRED

- Excellent communication skills and strong collaborative skills
- Willingness and ability to use technology
- Organized and reliable
- Ability to meet deadlines
- Flexible and ability to work with changing schedules
- Available to administer weekend SAT/ACT testing

EDUCATION AND EXPERIENCE

- Minimum of a high school diploma
- Recent experience in or related work in a school setting
- Knowledge of learning disabilities and testing accommodations



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A competitive salary and benefits package, commensurate with experience and effectiveness will be provided. The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

Please apply directly on the [Archdiocese of Seattle's website](https://ocsw.org/employment.php) (ocsw.org/employment.php).

While we are a Catholic school, Eastside Catholic welcomes people of all faiths and creeds. We are always looking for faculty and staff with experience facilitating extracurricular activities and coaching all sports.