

TESTING CENTER COORDINATOR

The testing center coordinator will support students receiving accommodations through the Learning Enrichment Center. Candidates should possess superb organizational skills, strong attention to detail, effective communication skills, and feel passionately about assisting students in their utilization of the available resources and academic supports.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas actively seeking to fill the position of Test Center Coordinator for the 2019-2020 school year. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Facilitate the use of the testing center sign-up through Google forms and sheets
- Maintain testing center supplies
- Update information regarding student attendance and timing while testing
- Coordinate hall pass administration between study halls and testing center
- Maintain high standards of confidentiality, attendance, and flexibility while working cooperatively with supervisors, coworkers, and students
- Communicate with teachers to arrange testing schedule and follow up regarding any changes that may need to be made
- Maintain standard filing system for permanent records
- Support the Accommodations Coordinator with the coordination and submission of documentation for accommodations through College Board and ACT
- Communicate frequently with the Learning Enrichment Center director to provide feedback and trouble-shoot.

MINIMUM QUALIFICATIONS

Education

Required: High School Diploma

Preferred: Bachelor's degree

Experience

Required: No experience required

Preferred: 2 years related administrative experience in a school and/or non-profit environment is a benefit, but not required.

Working Conditions

Work is done in a classroom environment with pleasant working conditions. The work hours are reasonably regular.

Physical Requirements

May be required to exert physical effort of a limited nature as needed for events.

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a Staff Application for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

Career Opportunity
St. Thomas High School
4500 Memorial Dr.
Houston, TX 77007