

Valparaiso Community School Corporation

Valparaiso High School

Title: **AP (Advanced Placement) / IB (International Baccalaureate)
Exam Proctor**

Qualifications:

- Be highly organized
- Prefer to have experience in a school setting
- Be available during May testing window
- Communicate with students, teachers, staff, and administrators
- Be able to maintain confidentiality
- Be able to read exam instructions

(A teaching license is not required for this position.)

Job Goal:

- To proctor student AP or IB exams

Expectations:

- Attend training for exam administration
- Administer exams
- Follow rules and guidelines outlined by Collegeboard and IB
- Other duties as assigned by AP/IB Proctor Coordinator

Reports To:

- School Test Coordinator

Compensation:

- \$12/hour

To Apply:

- Submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp/>