

# Valparaiso Community School Corporation

Valparaiso High School

Title: **AP (Advanced Placement) Exam Proctor Coordinator**

Qualifications:

- Be available flexible hours before, during, and after school during the spring semester.
- Communicate with students, teachers, staff, and administrators.
- Be highly organized.
- Preferred experience in a school setting.
- Be able to maintain confidentiality.
- Be comfortable with technology such as use of laptops, recording devices, etc.

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

Job Goal:

- To organize AP exams implementation
- To register and schedule students for the AP exam

Expectations:

- Select, schedule, and train proctors for exams
- Organize and schedule exams and assign testing sites
- Complete pre-registration
- Collect and process Test Fees
- Administer exams when needed
- Inform and prepare students and parents for exams
- Upload and submit digital files to Collegeboard
- Other duties as assigned by the Test Coordinator

Reports To:

- School Test Coordinator

Compensation:

- \$12/hour

To Apply:

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