



**Bellarmino**  
College Preparatory

## ***Advanced Placement (AP)/School Day Test Coordinator (Part-Time)***

*Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the Jesuit tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.*

Bellarmino College Preparatory, located in San José, California, invites applications for a part-time Advanced Placement (AP)/School Day Test Coordinator. Working collaboratively with the Counseling, College Counseling, and Services for Students with Disabilities (SSD) departments, the AP/School Day Test Coordinator is responsible for coordinating all aspects of AP, PSAT, Pre-ACT, and other school day testing for Bellarmine students.

Bellarmino complies with the Americans with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

### **Essential Responsibilities**

In collaboration with the Assistant Principals

- Completes all necessary preparations for registration, pre-administration, and testing administration
- Hire proctors, schedule facilities, publish testing dates and secure testing materials for all test administration
- Remains current on AP, PSAT, and Pre-ACT policies and changes
- Communicates with appropriate colleagues regarding changes and updates to AP or school day testing
- Schedules non-teaching faculty for AP proctoring duties and all faculty for school day testing
- Represents Bellarmine at College Board conferences
- Oversees administration of PSAT and Pre-ACT in October and AP exams in May
- Assign and train all exam proctors
- Collaborates with SSD Coordinator to set up extended time and accommodated testing
- Maintains PSAT, Pre-ACT and AP test records and shares results with appropriate Bellarmine constituents
- Works with the Business Office to ensure that all AP exams are paid to budget for proctors, and to determine which students qualify for Reduced Fee Waivers
- Answers emails or phone calls regarding AP administration at Bellarmine
- Other related duties or tasks as required

### **Minimum Qualifications/Skills:**

- High school diploma and three (3) years equivalent experience
- Excellent verbal and written communication skills, including the ability to express oneself clearly, concisely, and successfully interact with internal and external constituents
- Strong organizational skills
- Ability to work effectively with students and staff at all levels, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames,

including the ability to stay focused and manage multiple projects/activities simultaneously

- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or the ability to use other means of transportation to attend such meetings, activities, and events

#### **Preferred Qualifications:**

- Bachelor's Degree from an accredited college/university

#### **Physical Requirements:**

- Ability to lift 20 pounds, using proper lifting techniques
- Ability to sit, stand, and/or move around the applicable working environment as needed
- Ability to travel around our campus safely and comfortably
- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material, on a computer screen, (often for extended periods of time) and/or on a mobile device/laptop

#### **General Information:**

- This position is classified as a part-time, supplemental, non-exempt (hourly) position
- This position is not eligible for benefits
- This position has no direct reports
- This is not a telecommuting position
- The general expectation is that this position will begin work on or about August 5th to prepare for the school year and be completed in accordance with the published school calendar or as instructed by the school's administration.

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**To Apply Online:** Please complete the [Bellarmine Faculty Application Form](#) located at [Employment at Bellarmine | Bellarmine College Preparatory \(bcp.org\)](#) under Employment Applications and send along with a resume and cover letter to [hr@bcp.org](mailto:hr@bcp.org), indicating "AP/School Day Test Coordinator" in the subject line of the e-mail. Priority will be given to those applications submitted by Friday, March 25, 2022.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law.*

*\*As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*

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