

HORACE MANN SCHOOL
231 West 246th Street
Bronx, NY 10471
An Equal Opportunity Employer

Test Center Coordinator

Start Date: 8/21/23

The Test Center Coordinator is responsible for the day-to-day operation and proctoring of the Upper Division's Test Center, a classroom where students who receive formal testing accommodations of +50% extended time and/or laptop use take their tests and quizzes throughout the year. In addition, students who do not receive formal testing accommodations use the Test Center as a place to take make-up tests (from sick days, other absences, etc.). The responsibilities include: opening & closing the Test Center, proctoring and safeguarding the tests and quizzes students take in the Test Center, organizing and processing relevant paperwork, maintaining statistics on the Test Center's use, and effectively communicating Test Center protocol and guidelines to students, faculty and administrators alike.

The ideal Test Center Coordinator truly enjoys working with high school students. While not required, a basic understanding of and sensitivity to how learning disabilities manifest in high school students is a plus. The successful candidate will be very organized, detail-oriented and capable of multi-tasking (several students will often arrive at the Test Center in the same few minutes between periods to start various tests and quizzes). The ideal candidate must be a good communicator who is comfortable interfacing with faculty members and administrators, explaining Test Center protocol and guidelines to them and ensuring their compliance. Finally, the Test Center Coordinator should be comfortable working with a range of software programs and technology.

The Test Center Coordinator reports to the Upper Division Department of Counseling & Guidance. This is a 10-month support staff position. Hours – 8:15- 4:15, Monday – Friday. The salary range for this position is \$55,000 to \$75,000 based on experience.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2022, the School enrolls 1,801 students from 154 zip codes, representing Manhattan, The Bronx, New Jersey, Westchester and Connecticut. Slightly more than 50% of students identified as race other than white and/or as Hispanic/Latinx and 2.6% of students identify as international. Slightly less than 52% of our students identify as girls and 48% of our students identify as boys. A third group expresses a different gender identity. Approximately 15% of our current students receive Financial Aid to attend Horace Mann. Thirty-five percent of School administrators, teachers, and staff members identified as race other than white and/or as Hispanic/Latinx. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's recent \$125 million bricks and mortar campaign has provided the Middle and Upper Divisions with newly constructed and renovated state of the art science and physical education facilities.

Interested candidates should submit a detailed resume and cover letter to: employment@horacemann.org