

Testing Proctor (Grade 6-12) - Job Description

Purpose of Position

The Testing Proctor fulfills the mission of Des Moines Christian School by providing consistent, professional, and confidential support to our high school and middle school student support team. This position provides a quiet, structured, and encouraging testing and learning environment to meet the individual needs of learners.

Position:

- Full-time, school-year position
- Hourly, non-exempt; at-will employee
- Full-time Benefit Eligible

Reports To: Dean of High School

Qualifications:

- High School diploma required.
- Experience in an academic setting preferred.
- Proficient in Google Suite or Microsoft Office.
- Comfortable learning new software programs.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.

Professional Profile:

- Demonstrates commitment to the mission of DMC: *"Equipping minds, and nurturing hearts, to impact the world for Christ."*
- Connects relationally with children in all interactions.
- Characterized by integrity and maintains confidentiality.
- Demonstrated effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Demonstrated ability to work collaboratively with other departments and volunteers.
- Utilizes critical thinking and strategic problem-solving skills.
- Demonstrated ability to manage multiple projects and/or priorities with high attention to detail.
- Exhibits initiative for working with minimal direct supervision.

Responsibilities:

Student Learning Support

- Creates a welcoming and encouraging testing and learning environment for all learners.
- Ensures students have the opportunity to utilize their testing accommodations (eg. extended time, note cards, reading tests aloud, scribing, etc.)
- Manages the sign-up process for students to access the testing center and communicates with teachers accordingly.
- Monitors and records attendance details of the testing center (eg. sign in/out records)
- Collects tests from general education teachers according to the sign-up sheet or student request.
- Keeps tests in a safe place inaccessible to students until they are distributed for testing and returns completed tests to the general education teachers.
- Provides testing directions and monitors students while taking tests each period.

- Ensures students have necessary materials (laptop, pass codes for tests, paper, writing utensils, etc.)
- Supervises structured learning time (SLT), providing a quiet place for students to complete necessary work.
- Collaborates and communicates with staff members as needed.

Administrative

- Manages and collaborates with the High School and Middle School support team for Structured Learning Time (SLT)
- Runs D/F report and presents data to the Academic Support Teams.
- Executes the High School & Middle School Attendance report, organizes the data, and provides the information to leadership.
- Assists with the coordination of standardized testing scheduling, protocols, locations, and material preparation.
- Records standardized student testing data in electronic student learning profiles.
- Serves as a collaborative, productive team member who participates in school events, and other committee work that enhances the experience for faculty and students at Des Moines Christian School.
- Engages in ongoing professional growth conversations with their leader.
- All other duties as assigned.

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