



Position Title: **Proctor-SAT/ACT/AP (Advanced Placement) Exams**

Last Updated: October 2024

Reports to: Testing Coordinator

Status: Non-Exempt
Part-Time

Schedule: Academic Year, SAT/ACT weekends; AP Exams, daily during first three full weeks in May
Actual hours will be assigned per SAT/ACT/AP schedules

Benefits: Part-time – No Benefits

Summary Description:

The proctor will be responsible for occasionally administering standardized tests (AP tests, SAT, ACT) to groups of high school students following the directive of the Testing Coordinator. The proctor monitors test rooms, enforces time limits and compliance with exam procedures, distributes exam materials, and handles test day occurrences. The proctor will ensure a fair and secure testing environment.

Essential Functions:

- Proctoring standardized tests for College Board (SAT and AP Exams) and ACT
- Enforcing exam policies and procedures to ensure fairness and security
- Monitoring the exam environment to prevent cheating and other irregularities
- Recording and reporting exam incidents and results accurately
- Follow the direction of the Testing Coordinator to comply with policies and procedures of the testing organizations
- Ability to address technical problems during digital testing

Additional Responsibilities:

- Required to wear proper attire, at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed/assigned by Testing Coordinator

Qualifications:

- High school diploma or equivalent; Must be 18 years or older.
- Candidate cannot be a test prep tutor
- Experience in digital testing or technical skills a plus
- Ability to work independently or as part of a team
- Strong attention to detail and ability to multitask
- Excellent organizational and interpersonal skills
- Ability to work weekends and/or during the day for three weeks in May for AP exams

- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Must have a valid driver's license

Physical Qualifications:

- Must be capable of standing and/or sitting for extended periods of time
- Must be capable of repetitive movement of wrists, hands and fingers
- Must be capable of occasionally lifting, carrying, bending, stooping and moving small objects
- Must have specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must hear with accuracy

Working Environment:

- The work usually takes place in a clean, pleasant and comfortable setting
- The employee may spend long hours in intense concentration

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects the administration's assignment of essential functions; and nothing in this herein restricts the administration's right to assign or reassign duties and responsibilities to the job at any time.

All job requirements are subject to possible modification to reasonable accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.