

## **STEM School Highlands Ranch Opening**

Position: Testing Coordinator

Start Date: October, 2020

Salary range: \$30,000 - \$35,000 for 185 days with competitive benefits package.

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. Don't just read about our school; [See what we do](#) every day!

### **We believe:**

1. We equip students to succeed in an exponentially changing world.
2. We leverage the power of collaboration.
3. We relentlessly reinvent and adapt.
4. We forge pathways of discovery through continuous inquiry and experimentation.
5. We nurture the unlimited human potential.
6. We ethically and positively impact the world.

### **What we expect:**

At STEM School Highlands Ranch, we expect staff to be agile learners who design thoughtful learning experiences for students.

### **What you can expect:**

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited teacher and student potential.

### **Essential Job Functions:**

- Coordinate and administer all local/state/federal testing
- Attend all required district SAC trainings
- Meet all testing deadlines
- Ensure students on learning plans receive the appropriate testing accommodations
- Assist Director of Curriculum/Accountability with analyzing and distributing assessment data
- Detail oriented and ability to effectively and compassionately communicate with teachers, students and parents
- Ability to work respectfully with facilities and custodians to coordinate testing rooms far in advance of testing windows
- Ability to plan and adjust as needed to meet state testing requirements
- Maintain, support and champion a positive culture and climate

- Other duties as assigned

**Qualifications:**

- 1-3 years of experience coordinating assessments preferred
- High school diploma or GED with college experience preferred
- College diploma increases competitiveness of application

Submit cover letter, copies of all qualification documents, reference letters, [STEM application](#) and supporting documentation in email to [careers@stemk12.org](mailto:careers@stemk12.org). Include position title and last name in subject line of email.