



STEM School Highlands Ranch Opening

Position: Testing Coordinator

Start Date: July 2024

Salary Range: \$45,000-\$52,500

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. We are a K-12 free Charter School in the Douglas County School District in Highlands Ranch, Colorado.

STEM School, Highlands Ranch is committed to providing equal opportunities to all people regardless of race, color, national origin, age, sex, genetic information, religion, pregnancy, disability, sexual orientation, veteran status, or any other status protected by applicable law. We strive to maintain a work environment free from unlawful harassment and discrimination.

We believe:

1. Creating an environment of respect and success in an exponentially changing world.
2. Nurturing unlimited human potential.
3. Leveraging the power of collaboration through continuous inquiry and experimentation.
4. Optimizing resources and operations.
5. Impacting the world ethically and positively.
6. Relentlessly reinvent and adapt.

What we expect:

At STEM School Highlands Ranch, we expect team members to be agile learners who design thoughtful curriculum that ensures unlimited student engagement.

What you can expect:

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

Benefits: STEM School Highlands Ranch offers employer-paid health, dental, vision (available on the 1st of the following month), short-term, long-term disability, life, and ADD (available six months from hire date) insurance. Retirement benefits include PERA pension (substitute for social security) and 401K employee-only contribution managed through Colorado's PERA program. Other Benefits include FSA (medical and dependent care), Sick Time, and PTO (based on years of service).

Directions:

To apply for this position, please [click here to complete the STEM School Highlands Ranch Employment Form](#). Please follow all instructions in the form in order to complete the process correctly. IMPORTANT: Please make sure to rename your files per the examples given in that section of the form. If you have questions about the form, please email careers@stemk12.org.

Position Description:

The Testing Coordinator will work closely with the Director of Curriculum and Instruction to ensure that STEM School Highlands Ranch complies with all State and District testing requirements. The Testing Coordinator will also work closely with the Director of Curriculum and Instruction to compile assessment data, to enhance the quality of instruction at STEM School Highlands Ranch.

Position Requirements:

- 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 the Director of Curriculum and Instruction with analyzing and distributing assessment data
- Detail-oriented and ability to effectively and compassionately communicate with team members, students, and parents
- Ability to work respectfully with facilities, IT, 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
- BA degree preferred

Essential Physical Requirements:

- Occasional lifting, five (5) to fifty (50) pounds
- Ability to stand/walk for ninety (90) minutes
- Ability to run short distances
- Frequent bending, stooping, walking, standing, kneeling, crawling, squatting, reaching, and sitting

Schedule:

- After school
- Day shift
- Monday to Friday

Work Location: In person

This position will be open until filled, but will not be open past: August 31, 2024