



THE UNIVERSITY OF
CHICAGO

Laboratory
Schools

Assessment Coordinator Substitute

Job Summary:

The Assessment Coordinator will manage test administration and score distribution for AP Testing, PSAT, SAT, ACT, ERB, ISEE, and Invest in Kids Act testing for the Lower School, Middle School, and High School. The Assessment Coordinator also supports the Laboratory Schools in the analysis and interpretation of assessment data.

The Assessment Coordinator arranges for accommodated proctoring during standardized testing for students with documented learning differences and who have testing accommodations that have been approved either by the Laboratory Schools, the College Board, ACT, or other authorized testing agencies. The Assessment Coordinator provides support to L&C in assessing students' learning ability and response to instruction and intervention, as well as analyzing assessment methods and results. The Assessment Coordinator reports to the Director of Student Services.

Expected Start Date: November 2021 to cover a maternity leave

Responsibilities:

- Arrange for the administration of classroom and standardized tests for students who require accommodations, including weekend and summer test sessions.
- Arrange for the scoring of tests, manage student databases, and prepare reports on the results of the tests for the Laboratory Schools, including students, parents, teachers, L&C members, and administrators.
- Oversee after school proctoring for the Middle School and High School
- Provide support to L&C in screening and progress-monitoring assessments for early identification and intervention.
- Present on a regular basis regarding student progress to parents, referring faculty, and the students themselves.

Education:

- Bachelor's Degree in Education, Special Education, Psychology, or closely related field required.
- Master's Degree in Education, Special Education, Psychology, School Psychology, or Education Specialist Degree preferred.

Experience:

- Minimum of five years of experience in the field of education.
- Minimum of three years experience as a classroom teacher or special educator.
- Experience or other qualifications in assessment, test administration, or statistical analysis of standardized assessment results.
- Knowledge of learning processes and learning disabilities preferred.

Required Documents, should be sent to Amanda Brown at abrown2@ucls.uchicago.edu:

- Resume
- Cover letter
- Professional references