



**Seattle Preparatory School**  
**Learning Resource Center Testing Coordinator/Database**  
**Manager/Administrative Assistant**  
*Position Announcement for 2023-2024 school year*

**School Mission and Description:**

Seattle Preparatory School is a Catholic, Jesuit college preparatory school with an enrollment of 785 students. Seattle Prep is guided by its mission statement: *We embrace the Ignatian ideals that God may be found in all things, that each person is sacred and that we are created to serve others in community. Our mission is to form discerning, transformational leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.* Located in the North Capitol Hill neighborhood of Seattle, Seattle Prep seeks qualified professionals to partner in our mission of forming “men and women for others.”

**Job Description:**

We are seeking a full-time Testing Coordinator/Database Manager/Administrative Assistant in our Learning Resource Center (LRC), effective August 2023.

**LRC Mission:**

As a Catholic, Jesuit, institution, Seattle Preparatory School is deeply committed to creating a supportive, inclusive academic environment. The LRC seeks to ensure that our students have full and equal access to our educational and co-curricular programs. We do so by providing services and accommodations for neurodiverse learners.

**Essential Duties & Responsibilities:**

- 1. Administrative Assistant:** Maintain a physical presence and serve as first point of contact in the LRC during work hours. Take attendance and monitor students in study hall classes. Carry out other general LRC administrative tasks. Ensure that all communications maintain confidentiality and professionalism
- 2. Concussion Protocol Communications Liaison:** Maintain concussion roster and documentation. Serve as primary point of communication for families, teachers, counselors, and Academics Office regarding Seattle Prep’s Return to Learn concussion protocol.
- 3. Database Manager:** Manage LRC enrollment database and diagnosis documentation. Coordinate distribution of accommodation plans and preferential seating notices each semester. Maintain all digital student files.
- 4. Testing Coordinator:** Oversee and proctor daily testing accommodations in the LRC, ensuring high levels of test security and collaborative communications with students, faculty, and staff. Manage, organize, and oversee the administration of accommodations testing for all final exams, placement exams, and standardized tests including PSAT, HSPT, and AP exams.

**Other Duties & Responsibilities:**

- Maintain clean, organized, confidential workspace
- Maintain LRC office supplies and order as needed
- Manage and coordinate school wide LRC events
- Train LRC specialized subs and proctors
- Uphold all duties and responsibilities listed in the *Employee Handbook* and *Terms & Conditions of Employment*.

**Minimum Qualifications:**

- High level of mastery in Microsoft Word, Outlook, Excel, and Mail Merge
- Excellent oral and written communication skills
- Exceptional organizational skills
- Ability to transfer technology skills to school databases (Axiom)
- Strong interpersonal skills
- Ability to work effectively in high pressure situations
- Commitment to professional growth
- Demonstrated experience collaborating with colleagues
- Experience coordinating standardized testing in an educational setting preferred

**Other Details:**

- *Terms of Employment:* This contract will begin in August 2023. Job hours are Monday-Friday from 7:30am-3:30pm. Some weekend and evening work is required
- *Reporting:* This position reports to the Director of the LRC
- *FSLA and WMWA Classification:* This position is classified as Non Exempt – Overtime Eligible under the FSLA and the WMWA
- *Benefits:* Seattle Prep offers a highly competitive salary and benefit program, commensurate with background and experience
- *Additional Requirements:* Successful completion of criminal history background check and Safe Environment training

**Application Process:**

If you are interested in applying for this position at Seattle Preparatory School, please submit a cover letter, resume, and list of three references to Max Bayern, Assistant to the Principal (mbayern@seaprep.org). Please also visit our website, [www.seaprep.org](http://www.seaprep.org), for additional details about Seattle Prep. The application window will close when the position has been filled.

*Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs. To request disability accommodation in the application process, contact [employment@seaprep.org](mailto:employment@seaprep.org).*