Testing/Records Coordinator/CLARC Support Position

**General Description:** Part of a collaborative, student-centered team supervising and supporting students in the Clark Library and Academic Resource Center (CLARC). This is an hourly position 5 days a week from 7am to 3:30pm (40hrs a week). 12-month contract, with benefits year-round. Professional development and additional stipend opportunities available.

**Duties**
- Coordinates daily make-up and extended time testing and finals extended time testing,
- Maintains Extended Time/LD rosters & documentation database,
- Serves as school wide ACT/SAT/AP Coordinator (including extended time qualification in consultation with director)
- Supports tutoring & assigned prep students, and serves flex/break/lunch rotations, with other team jobs as needed.
- Be responsible for supervision of CLARC at certain hours of the school day.
- Other duties as assigned by supervisor.

**Qualifications**
- BA preferred.
- Must be tech-savvy, team-spirited and flexible.
- Experience working with high school students required

**General Information**
- Salary: $21.00 an hour
- Benefits package includes medical, dental, vision, and retirement options.
- New faculty may be asked to or expected to complete some preliminary training and/or engage in preliminary onboarding experiences.

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