



SAN MATEO UNION HIGH SCHOOL DISTRICT
CLASSIFIED/CERTIFICATED JOB DESCRIPTION

JOB TITLE: SITE AP TESTING COORDINATOR

REPORTS TO: Assistant Principal (who oversees AP testing)

CLASSIFICATION: Classified/Certificated

SITE: Aragon, Burlingame, Hillsdale, Mills, San Mateo

SALARY: \$2,000 Stipend

WORK YEAR: School Days Only

APPROVED BY THE BOARD OF TRUSTEES: February 22, 2024

EFFECTIVE DATE:

JOB SUMMARY:

The SMUHSD Site AP Testing Coordinator works with the site administrator who oversees AP test administrations in the spring each year on the setup and administration of the exams offered by their respective school site.

ESSENTIAL FUNCTIONS:

- Coordinate and conduct AP testing at the school site in consultation with the site administrator who oversees the overall exam administrations
- Coordinate as needed with the Curriculum and Assessment team at the District Office
- Coordinates with district staff and College Board, as needed on procurement of up-to-date information about test administration rules and regulations.
- Works with site administrator who oversees AP testing on the hiring and training of staff to proctor exams.
- Works with the Director of Curriculum and Assessment on coordination of school site setup and needs
- Provides on-site oversight and management of test administration

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents, and the general public.

QUALIFICATIONS:

Education/Training Experience:

- Knowledge of College Board test administration procedures
- Experience having coordinating complex projects
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Suite of Applications; and Aeries.

ABILITY TO:

- Work effectively with high school students of differing abilities and backgrounds.
- Establish and maintain effective working relations with program and school personnel.
- Physically perform job tasks.
- Follow directions and function within school policies and procedures.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outlined in Board Policies 4119.21, 4219.21, & 4319.21.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.
- The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.
- SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

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- **SMUHSD Equity Vision**
- Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.
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- Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.
- **Equal Opportunity Employer Statement**
- San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.
- This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.
- [Equity Flyer](#)

- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)
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- **DISASTER SERVICE WORKERS:**
- All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.