



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CERTIFICATED/CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** PSAT/SAT TESTING COORDINATOR  
**REPORTS TO:** Director of Curriculum & Assessment **SITE:** District Office  
**CLASSIFICATION:** Certificated or Classified **WORK YEAR:** School Days  
**SALARY:** Stipend \$5,000 **EFFECTIVE DATE:** October 2024  
**APPROVED BY THE BOARD OF TRUSTEES:** NOVEMBER 21, 2024

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#### **JOB SUMMARY:**

The District PSAT/SAT Coordinator oversees the Saturday administration of the PSAT/SAT for SMUHSD students.

#### **ESSENTIAL FUNCTIONS:**

- Provides leadership, oversight and support for administration of Saturday PSAT/SAT administrations.
- Coordinates with the Curriculum and Assessment office on the registration of students
- Coordinates with the College Board, as needed on procurement of up-to-date information about test administration rules and regulations.
- Hires and trains staff to administer the exam.
- Works with the Director of Curriculum and Assessment and school site administration team 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:

- Minimum of three years experience.
- Knowledge of College Board/PSAT/SAT test administration procedures
- Experience leading/facilitating professional development desired.
- Experience having led formal professional development/adult learning.
- Experience leading large-scale test administrations
- Knowledge and experience using various technology tools and software platforms such as Canvas, Google Suite; 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, Professional Standards for Certificated Employees.
- The ability to lift up to 25 pounds
- Ability to tolerate moderate noise level in working environment

**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 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 regulations.

**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.

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](#)

**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.