**Newburgh Enlarged City School District Job Description**

**TITLE:** Advanced Placement Testing Coordinator

**QUALIFICATIONS:** NYS Certified Guidance Counselor

**REPORTS TO:** School Building Principal

**JOB GOAL:** The coordinator will ensure that the scope of work required for Advanced Placement Testing include oversight, organization, management, and administration is adhered to as required by the College Board.

**PERFORMANCE RESPONSIBILITIES:**

1. Review Master Schedule of NFA Main and North Campuses for Advanced Placement course and teacher changes.
2. Review Course Ledger and identify/renew teachers assigned to courses.
3. Identify new teachers and give information on how to navigate course audit.
4. For each new teacher initializing course audit, approve course and curriculum.
5. Review website & check for any changes from the previous year.
6. Ongoing communication regarding Advanced Placement including coordination of mailings for parents and students.
7. Update all Advanced Placement documents (ie: Timeline, cost, all sections of Advanced Placement list, testing calendar with proctor and room assignments, cover letter to reserve testing sites, AP Teachers/Courses list, test rosters for each subject/campus, informational letter for teachers and parents, and registration form).
8. Collaborates with building administration to coordinate and oversee testing administration including: registration deadline, proctor and roster verification memo, amend bell schedule, reassign lecture and classrooms, collaborate with custodians regarding seating arrangement, announcement reminding students of test calendar, sites, bus, cell phones, calculators, additional items needed, and accommodations/modifications for Students with Special Disabilities.
9. Collaborates with the Division of Finance to coordinates Advanced Placement payments and refunds including: BOE Invoice letter, inventory and disseminate rebate checks, complete District purchase order for student refunds, and NYSED Fee Waiver/Invoice.
10. Completes and returns Participation Survey.
11. Disseminates testing materials to proctors and students.
12. Collaborates with stakeholders to order Advanced Placement exams online.
13. Collaborates with administrators to coordinate transportation.
14. Track daily student attendance during administration of Advanced Placement exams.
15. Upload MP3 files individually to provide testing accommodations for students taking each foreign language exam.
16. Deliver and ship completed exams to College Board.
17. Approve and submit Studio Art portfolios online.
18. Adhere to all College Board deadlines (ie: ordering and returning exams, submitting payment, etc.).
19. Administer alternate exams as needed.
20. Complete and submit Remittance Form to the New York State Education Department.
21. Submit score reports to high schools and colleges.

\*Note: See sample timeline attached as a reference.

**AP Testing Timeline**

**September**

1. Review Master Schedule of NFA Main and North Campuses for AP course and teacher changes

2. Review Course Ledger and identify/renew teachers assigned to courses

3. Identify new teachers and give information on how to navigate course audit

4. For each new teacher initializing course audit, approve course and curriculum online

5. Review website & check for any changes since last year

6. Check monthly e-mails

7. Update the following documents to save and back-up to memory stick:

Essential Data and Lists

#1 Timeline and Update/retype “Current Year AP Testing Time Frame and Cost”

#2 All sections of AP list

#3 Test Calendar w/proctor, room assignments. Two proctors/exam room with one counselor as backup. Check w/ Shust re NYSESLAT)

#3b AP Testing Time Frame and Cost

#4 Test Calendar Cover Letter, to reserve test sites

#5 AP Teachers/Courses list

#6 Test Rosters for each subject/campus

Classroom Teachers

#8 Class information letter for teachers

Test Registration

#9 Updated Parent Letter (copy 200)

#10 AP Test Registration form (copy 200)

Test Administration

#12 Registration Deadline memo to AP teachers: remind students to register

#13 Roster Verification memo to AP teachers

#14 Proctor reminder memo

#15 Shut Off Bells memo to main office (both campuses)

#16a Memo to Shust: reassign lecture and classroom classes as needed

#16b Memo to custodians re: set up desks/chairs (both campuses)

#17 Bulletin #1 Announcement reminding students of test calendar and sites

#18 Bulletin #2

#19 Student reminders re: bus, cell phones, calculators, what to bring

#20 SSD’s (Students with Special Disabilities)

#21 Test Directions Memo for proctors (14 copies-general and subject specific)

Payment and Refunds

#22 BOE Invoice letter for NECSD

#23 BOE Refunds Owed List for NECSD (Why should I provide list of exams taken?)

#24 NYSED Fee Waiver/Invoice

**October**

1. Complete and return Participation Survey – due by Nov. 15th

2. Expect rebate check (for schools with large programs - $250-$500)

3. Check monthly e-mail updates

4. Order Batteries for tape recorders and several recorders (10) from George Teasdale

**November**

1. November 15th - deadline for schools to return Participation Form, Survey, Teacher list

2. Check monthly e-mail updates

3. Request Free/Reduced Lunch list

4. Distribute the following:

· Memo to proctors, main office, library re: calendar, room reservations, proctor assignments

· Memo to Greg Thompson re: audio equipment

· Memo to AP teachers re: class information

**December**

**1.** Watch for Coordinator’s Manual in mail – review for any changes

2. Watch for shipment of Bulletins for AP students, parents; guidelines for fee reductions; late test policy

3. Check monthly e-mail update

4. Order mailing labels for trifold parent letter (both campuses) Mike

5. Meet with North Campus point person to organize/roll out registration at the North Campus

6. Prepare and copy parent letters for mailing week of class visit

7. Distribute the following:

· Memo to AP teachers re: class information w/attachments (bulletin and reg. form)

· Copy Student Registration Forms for classroom distribution (?)

**January**

1. Check on-line to verify re: NYSED amount of refund this year

2. Mail informational letter to parents

3. Around 1st week of Jan –classroom teacher info: distribute bulletin, reg form (materials ready for teachers to pick up)

4. Start daily p.a. bulletin #1 re: student test registration

5. Begin student registration period (three weeks beginning mid Jan)

6. Submit Course Ledger online for all new AP teachers

7. Collect payment and record test registrations on excel

8. Send money collected to BOE (Susan Lukex33445) on weekly basis

9. Expect e-mail from College Board re: access code and exam orders

10. Meet with students regarding “bounced” checks, receive new checks

11. Check monthly e-mail update

**February**

1. Check monthly e-mail updates

2. Around 2nd week of February – Payment and Registration due

3. Review for errors, then combine registration spreadsheet from North Campus and Main Campus.

4. Bring North Campus checks to BOE (Susan Luke)

**March**

1. Place test order on-line

2. See Noemi with final list of registered students to identify SSD’s – do we need to order any specialized testing (large type, Braille?)

3. Set up test locations and assign proctors for all exams and SSD’s

4. Notify Rachel Schuyler at North Campus of transportation needs between campuses for all exams

5. Notify SSD’s where and when to report for testing

6. Get NAR forms from Noemi re: SSD’s

7. Print double copies of individual test rosters

8. Check monthly e-mail updates

9. Finalize:

· SSD Test Mods List

· Late Test List

· List of Fee Waivers

· Class roster lists (copy 2 sets)

10. Set deadline for AP Studio Art Digital Submission: (last day of April?)

**April**

1. Distribute:

· Reminder memo for students to arrange for transportation home after pm exams and what to bring/not bring on exam day

· Proctor memo with test directions and any changes or important reminders

2. Early April – priority deadline to order exams online

3. Mid April - $54 late fee for each test now ordered

4. Mid to Late April – final deadline to order exams

5. Last two weeks preceding testing run daily pa/bulletin #2 (GBTV?)

6. Four days prior to testing – expect shipment of exams

7. Mark answer sheet regarding fee reductions students’ first test

8. Set up large envelopes with class rosters and supplies inside (test directions, subject specific directions, answer sheets, student packs with labels, extra lined paper, rulers for physics, pens, pencils, labels for cell phones)

9. Copy extra set of rosters for my records

10. Adhere to security storage requirements

11. Check monthly e-mail updates

**May**

1. AP Exams (2 weeks of testing, a 3rd week of late testing)

2. Track daily attendance – give daily lists to Mike Jones

3. Track daily attendance for fee waiver students/$15 unused exam fee

4. Upload mp3 files individually for each student taking each foreign language exam before deadline

5. Daily prep for upcoming exams (pens, pencils, assigned student packs, clear data on mp3 recorders and replace batteries)

6. Daily partial packing for split shipment return

7. Upon each week’s completion, deliver exams in two split shipments to UPS Store before deadline

8. Approve/submit Studio Art Portfolios online before deadline

9. Watch for deadline to order late test alternate exams

10. Administer alternate exams as needed

11. Finalize list of AP refunds

12. Generate invoice online

13. Send Remittance Letter to BOE w/ invoice

14. Complete district purchase order for student refunds. Submit to BOE (Susan Luke)

15. Send Remittance form to State Ed. Dept.

16. Check monthly e-mail

June

1. Watch deadline for College Board to receive returned test materials

2. Watch deadline for College Board to receive payment from BOE

3. Check monthly email update

July

1. Grades available online for students

2. Score reports get sent to colleges and high schools