

Thornton Township High School District 205
Job Description

Job Title: 8th Grade Testing & Placement Coordinator

Reports To: Director of Assessment & Accountability

Location: District Campuses with frequent travel to feeder schools

Classification: Stipend Position – Internal Posting

Position Summary :

The 8th Grade Testing & Placement Coordinator plans, executes, and monitors the districts 8th grade admissions/placement testing program for feeder schools. The role manages pre-testing data collection, test day logistics, proctor training, secure materials handling scoring/imports, and communications with families, feeder schools, and internal schedulers, and ensuring accurate course placement and timely delivery of results.

Essential Duties/Responsibilities:

- Enforce ACT testing protocols, district policies and FERPA
- Build and publish the annual testing calendar; confirm dates/rooms with feeder schools
- Schedule test dates with feeder schools
- Upload/roster students in SIS (e.g., PowerSchool) and ACT platforms (e.g., ACT Now); request Pre-ID labels
- Monitor data quality; resolve duplicates/exceptions; maintain audit trails
- Order ACT materials; oversee receiving, inventory, secure storage, and returns/shipping.
- Train proctors and assign to test dates; ensure day of execution and chain of custody compliance
- Organize test materials; pass out and collect test materials on test day
- Oversee make-up testing operations and materials handling
- Arrange make-up test location and date

- Communicate make-up test date to feeder schools
- Grade tests
- Mail scores to parents

Minimum Qualifications:

- **Bachelor's degree in education, assessment, or related field preferred**
- Two (2) + years coordinating assessments, scheduling multi-site operations, or managing SIS/testing platforms
- Proficiency with **PowerSchool** (or similar SIS), **ACT Now**, and Microsoft Office (advanced Word mail-merge, Excel)
- Demonstrated experience training staff and leading timelines with multiple stakeholders
- Valid Driver's License; ability to travel between district sites.
- Project management, data integrity, and attention to detail
- Excellent written/oral communication tailored to families and educators
- Problem-solving under deadlines; calm, professional presence during test days
- Commitment to equity, confidentiality and customer service

Employment Terms:

- 5 Month/20 week position – beginning 09/01/25 to 01/31/26
- Compensation - \$15,000 Stipend