

Thornton Township High School District 205

Job Description

Job Title: 8th Grade Testing Proctor

Reports To: Director of Research, Assessment and Quality Analysis

Location: District Campuses with frequent travel to feeder schools

Classification: Stipend Position – Internal Posting

Position Summary :

The 8th Grade Testing Proctor is responsible for organizing, distributing, and collecting all testing materials, as well as actively monitoring students throughout the test day.

Essential Duties/Responsibilities:

- Enforce ACT testing protocols, district policies and FERPA
- Organize test materials; pass out and collect test materials on test day
- Monitor students during testing

Minimum Qualifications:

- Bachelor's degree in education, assessment, or related field preferred
- Valid Driver's License; ability to travel between district sites
- Transportation of testing materials to feeder schools
- Excellent written/oral communication skills
- Calm, professional presence during test days
- Commitment to equity, confidentiality and customer service

Employment Terms:

- Hourly as scheduled
- Hourly rate, not to exceed \$4,000.00 in total