

Advanced Placement Test Proctor

Hired by: Director of Teaching and Learning
Schedule: Seasonal

Reports to: Director of Teaching and Learning
FLSA: Hourly

The Advanced Placement (AP) Test Proctor will administer a variety of AP exams in both paper and digital formats. The Test Proctor is responsible for following all AP guidelines and procedures while keeping the testing environment safe and comfortable. Monitoring student behavior before testing, during breaks, and after testing is a crucial part of the Test Proctor's responsibilities.

Spiritual Maturity

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our Beliefs and Identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

- Attend training for AP exam proctoring with the Testing Coordinator
- Familiarize self with all AP testing protocols
- Set up the testing environment that follows all guidelines
- Ensure compliance during all AP exams
- Troubleshoot any technological issues that occur during the exam

Professional Requirements

- Undergraduate degree preferred
- Successful completion/results of FBI/BCI background check
- Experience working with young adults preferred

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress		X	
Interruptions		X	

Standing/Sitting/Walking/Running		X	
Kneeling/Bending		X	
Reaching over shoulder	X		
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier		X	
Computer/Printer		X	
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data	X		
Strong Communication (Oral/Written)		X	
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature