



Testing Coordinator

Harrisburg School District – Job Description

JOB INFORMATION

Job Title:	Testing Coordinator	Reports To:	Director of School Counseling and Social Work
Employee Group:	HEA	Location:	Building
Certificated / Non-Certificated:	Certified	Department:	Student Services
Classification / Range:	Supplemental	Supervises Staff:	Yes
FLSA Status:	Exempt	Shift/Schedule:	N/A
Work Year/Days:	N/A	New Position / Updated:	New position
Prepared/Revised Date:	7/10/2026	Board Approval / Resolution:	8/2026

JOB SUMMARY / POSITION PURPOSE

The College Board Test Coordinator oversees the planning, administration, and compliance of all College Board assessments by coordinating testing logistics, ensuring adherence to security and accommodation requirements, serving as the primary liaison for testing communications, and maintaining required certification and records.

ESSENTIAL FUNCTIONS

#	Essential Duties	% of Time
1	Coordinate all College Board examination administrations (AP, PSAT, SAT School Day) in compliance with College Board policies, security protocols, and accommodation requirements.	25%
2	Manage building-level exam logistics including scheduling, proctor assignments, materials handling, and post-administration procedures.	50%
3	Serve as the primary building liaison for testing communications with College Board, district assessment staff, and students and families.	15%
4	Maintain required College Board Test Coordinator certification and records related to test administration, participation, and accommodations.	10%
5	Serves as a mandated reporter and promptly reports suspected child abuse, neglect, or student safety concerns in accordance with applicable laws, District policy, and administrative procedures.	5%
6	Performs other duties as assigned by the supervisor that are job-related and consistent with the classification of the position.	N/A

SUPERVISORY RESPONSIBILITIES

Area	Details
Positions Supervised	N/A
Supervisory Authority	N/A
Committee / Team Participation	N/A



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REQUIRED AND PREFERRED QUALIFICATIONS

The qualifications below represent the education, experience, knowledge, skills, abilities, licenses, certifications, and clearances required to satisfactorily perform the essential functions of the position. Required qualifications must be job-related and consistent with business necessity. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions.

Requirement	Details	Required	Preferred
Education	Masters Degree in School Counseling or School Social Work	X	
Experience	Three years' experience as building testing lead	X	
Preferred Qualifications	N/A		X
PDE Certification(s), if applicable	K-12 School Counselor or Social Worker	X	
PA Child Abuse, PA State Police Criminal History, FBI Fingerprint Clearances	Must meet District, state, and federal requirements.	X	
Mandated Reporter Training	As required by Pennsylvania law and District procedure.	X	
Act 168 Disclosure Requirements	Must satisfy Pennsylvania Act 168 employment disclosure requirements.	X	
Act 24 Arrest/Conviction Reporting	Must comply with Pennsylvania Act 24 reporting requirements.	X	
Driver's License, if applicable	N/A		

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have knowledge and understanding of all college board and AP testing procedures and policies
- Must be able to navigate and use the college board and ap testing portals
- Reasoning, analytical, or problem-solving abilities
- Regulatory, compliance, confidentiality, and recordkeeping knowledge
- Organization, prioritization, or time management skills
- Ability to work independently and exercise sound judgment
- Ability to work effectively with diverse individuals and communities
- Customer service or stakeholder engagement skills, if applicable

LEGAL AND COMPLIANCE REQUIREMENTS

- Complies with Board policies, administrative regulations, District procedures, and applicable local, state, and federal laws, including the Pennsylvania Public School Code, as applicable to the position.
- Maintains confidentiality of student, family, employee, and District information in accordance with applicable laws, regulations, District procedures, FERPA, and other applicable data privacy requirements.
- Complies with applicable regulatory and compliance requirements, including Title IX, Section 504 of the Rehabilitation Act, IDEA, and related laws and regulations, as applicable to the position.
- Serves as a mandated reporter in accordance with Pennsylvania law and completes all required reporting obligations, training, certifications, continuing education requirements, and clearances within established timelines.
- Maintains professional conduct and ethical standards consistent with the expectations of public school employees.



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PHYSICAL DEMANDS AND ADA CONSIDERATIONS

The physical demands described below are representative of those that must be met to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these functions in accordance with the Americans with Disabilities Act (ADA) and applicable law.

Physical Demand	Rarely (less than 5%)	Occasionally (5–33%)	Frequently (34–66%)	Constantly (67–100%)	Weight / Notes
Sitting		X			
Standing		X			
Walking			X		
Talking (in person, by phone, or in groups)				X	
Hearing (in person, by phone, or in groups)				X	
Vision (computer, near, distance, or peripheral)			X		
Driving Requirements	X				
Computer, Machine, or Tool Use				X	
Pushing/Pulling/Lifting		X			
Cognitive Demands / Concentration				X	
Emotional Regulation / Stress Management				X	

WORK ENVIRONMENT / PRIMARY WORK SETTING

- Inside environmental conditions and typical work setting
- Classroom, school, office, or other work environment
- Evening or weekend obligations as needed
- Interaction with students, staff, families, or the public, as applicable

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Harrisburg School District is committed to equal employment opportunity and compliance with all applicable federal and state nondiscrimination laws, including the Pennsylvania Human Relations Act. The District prohibits discrimination and harassment based on race, color, religion, ancestry, national origin, age, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, veteran status, or any other legally protected classification.

This job description is not intended to be an exhaustive list of position duties or responsibilities. The District reserves the right to revise or assign additional job-related duties consistent with business necessity and applicable law. This job description does not constitute a contract of employment. Employment with the District is governed by applicable law, Board policy, and any applicable collective bargaining or individual employment agreement.



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ACKNOWLEDGMENT AND REVIEW

This job description may be reviewed and updated periodically to reflect changes in the position, operational needs, legal requirements, or District expectations.

By signing below, I acknowledge that I have received and reviewed this job description and understand the essential functions and requirements of the position. My signature does not constitute a contract of employment.

Employee Printed Name:			
Employee Signature:		Date	

Supervisor/Administrator Printed Name:			
Supervisor/Administrator Signature:		Date	