**ADMISSIONS TESTING COORDINATOR**  
Brentwood Christian School  
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**REPORTS TO**: Admissions Director  
**CLASSIFICATION**: Part-Time, Non-Exempt; Year Round (as needed)

**SUMMARY**: Administer and proctor admissions testing and screenings for prospective students

**RESPONSIBILITIES**:

* Work with Admissions Coordinator and prospective families to schedule testing/screening
* Administer/proctor required tests and screenings for prospective students
* Analyze test and screening results
* Support and promote the mission and core beliefs of BCS
* Other duties as assigned

**QUALIFICATIONS**:

* Bachelor’s degree; a degree in education preferred
* Previous teaching and/or testing experience
* Active member of a Christian church; Church of Christ preferred

**SPECIAL KNOWLEDGE /SKILLS**:

* Knowledge of standardized testing procedures and techniques
* Effective interpersonal and communication skills with children and adults
* Strong written and verbal communication skills
* Strong organizational skills
* Attention to detail and follow through to meet deadlines and commitments

**PHYSICAL REQUIREMENTS**:

* Must be able to lift up to 25 pounds
* Must be able to sit for extended periods of time
* Must be able to bend, stoop, kneel and crouch