



Peekskill City School District
A System Focused on Every Student; Every Day

Office for
Administrative Services/HR

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PLEASE POST IN APPROPRIATE AREAS
PERSONNEL BULLETIN # 1819-119
ANTICIPATED VACANCIES
October 31, 2018

POSITION: Scholastic Aptitude Test (SAT) School Based Leader (1)

Duties and responsibilities to include: (sample)

- Previous experience working with Special Education Students during the SAT process preferred
- Coordinate Proctors for all SAT exams
- Responsible for School based accommodations
- met with students and review their accommodations
- provide proctors with training
- check which students will be taking the test
- work with building clinical and admin
- Check SAT box when it arrives for all material
- Explain rules to proctors and ensure they understand student accommodations
- Secure rooms through School dude and prepare rooms for exams
- Work with SAT Site based leader
- Coordinate rooms/proctors for school day carry-over of SAT exam
- Other responsibilities as needed, to ensure a smooth and successful administration of the SAT

LOCATION: Peekskill High School

DATES: Saturdays: (anticipated)
November 3, 2018, December 1, 2018, March 9, 2019,
May 4, 2019, June 1, 2019

STIPEND: \$2,000

CLOSING DATE: November 5, 2018

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume via e-mail to: personnel@peekskillschools.org

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

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