



Office
for
Administrative Services

Peekskill City School District

Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.

Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499

Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580

PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #2021-082

ANTICIPATED VACANCIES

September 24, 2020

POSITION: 2020-2021 School Year 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)
October 3, November 7, December 5, March 13, May 8, June 5

STIPEND: \$2,000

CLOSING DATE: September 28, 2020

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. The Peekskill School District does not discriminate on the basis of race, color, national origins, age, handicapping conditions or sex in its educational programs or employment.