



BOCES Southern Westchester
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES
TEL: (914) 937-3820 • FAX: (914) 937-7644 • WEB: www.swboces.org

WJK
6/15/16

CAREER OPPORTUNITY

PLEASE POST

Posting# 061516-15

VACANCY: REGIONAL TEST COORDINATOR

LOCATION: VALHALLA & VARIOUS LOCATIONS

EFFECTIVE: JULY 1, 2016 (TEMPORARY THROUGH JUNE 30, 2017)

STIPEND: \$10,000

RESPONSIBILITIES: New York State assessments occur 13 times throughout the school year. Prior to and during these times, the incumbent will: Serve as the liaison with school districts and the State Education Dept.; Collect assessments for public & parochial schools in Westchester County; Inventory and distribute SED exams & scoring guides as required; Keep accurate records & enforce SED protocols for securing exams.

REQUIREMENTS:

- Highly organized, willing to work flexible hours e.g. before & after the school day & have experience working in a school setting;
- Knowledge of NYS testing protocols;
- School District Administrator certification required

Please forward cover letter and resume to:

Department of Human Resources
BOCES Southern Westchester
17 Berkley Drive
Rye Brook, NY 10573
Fax: (914) 937-7644

CLOSING DATE FOR APPLICATIONS IS JUNE 24, 2016

The Southern Westchester Board of Cooperative Educational Services, its officers and employees shall not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, handicapping condition, sexual orientation, or membership in the Boy Scouts or other designated youth groups. This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offering and student activities, recruitment, appointment and promotion of employees and employment pay and benefits, and it is required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Boy Scouts Equal Access Act, as amended and the promulgated thereunder, not to discriminate in such a manner. AN EQUAL OPPORTUNITY EMPLOYER

PLEASE DO NOT REMOVE FROM BULLETIN BOARD